

SUBDIVISION  
REGULATIONS



SUBDIVISION REGULATIONS

CITY OF GULF SHORES

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Birmingham, AL - Neptune Beach, FL

SUBDIVISION REGULATIONS

FOR

THE CITY OF GULF SHORES

AMENDED BY:

Resolution dated September 22, 1987  
Resolution No. 2-89 dated June 27, 1989  
Resolution No. 3-90 dated March 27, 1990  
Resolution No. 4-90 dated October 23, 1990  
Resolution No. 5-95 dated April 25, 1995  
Resolution No. 6-96 dated December 17, 1996 (application submittal dates)  
SDR99-01 - October 26, 1999 (provisions for sidewalks)  
SDR99-02 - March 16, 1999 (amend plat fee schedule)  
SDR99-03 - October 26, 1999 (adopt landscaping regulations)  
SDR99-04 - October 26, 1999 (adopt Development Impact Policy)  
SDR99-05 - November 16, 1999 (amend Design Standards)  
SDR99-06 - December 14, 1999 (revise drainage requirements)  
SDR2000-01 - January 25, 2000 - (assurance for completion of improvements)  
SDR2000-02 - April 25, 2000 - (electronic submission of Final Plats)  
SDR2001-01 - October 23, 2001 - (Open Space)  
SDR2002-01 - February 26, 2002 - (Lots outside Corp. Limits)  
SDR2002-02 - February 26, 2002 - (Fees)  
SDR2002-03 - February 26, 2002 - (Landscaping & Buffering)  
SDR2002-04 - February 26, 2002 - (amend additional widths on County Roads)  
SDR2002-05 - May 28, 2002 - (Recording of Final Plats)  
SDR2002-06 - December 17, 2002 - (Landscaping & Buffers)  
SDR2003-01 - October 28, 2003 - (Sidewalks)  
SDR2005-01 - March 22, 2005 - (Amend Traffic Circulation Standards)  
SDR2005-02 - April 26, 2005 - (Maintenance Bond)  
SDR2005-03 - June 28, 2005 - (Cash Bond or Letter of Credit)  
SDR2005-04 - August 25, 2005 (PUD Approvals)  
SDR2005-05 - November 15, 2005 - (Street Right of Way Requirements)  
SDR2006-01 - March 2, 2006 - (Inspection of Improvements and Street Construction Standards)

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## **ARTICLE I**

### **TITLE, AUTHORITY, AND JURISDICTION**

#### **SECTION 1-1. TITLE**

These regulations shall hereafter be known, cited and referred to as the Subdivision Regulations of the City of Gulf Shores, Alabama.

#### **SECTION 1-2. AUTHORITY**

The territorial jurisdiction of the City of Gulf Shores Planning Commission over the subdivision of land shall include all land located in the City of Gulf Shores and all land lying within five miles of its corporate limits and not located in any other municipality; except that, in the case of any such nonmunicipal land lying within five miles of another municipality having a planning commission, the jurisdiction of the City of Gulf Shores shall terminate at a boundary line equidistant from the respective corporate limits of the City of Gulf Shores and the neighboring municipality.

## **ARTICLE II**

### **PURPOSES AND POLICIES**

#### **SECTION 2-1. PURPOSES**

These regulations are adopted for the following purposes:

- A. To protect and provide for the public health, safety, and general welfare of the Municipality.
- B. To guide the future growth and development of the Municipality in accordance with a master plan.
- C. To provide for adequate light, air, and privacy, to secure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population.
- D. To establish reasonable standards of design and procedures for subdivisions and resubdivisions, in order to further the orderly layout and use of land.
- E. To provide the most beneficial relationships between the uses of land and buildings and the circulation of traffic throughout the Municipality.
- F. To insure public facilities are available and will have a sufficient capacity to serve the proposed subdivision.
- G. To prevent the pollution of streams, waterways, and bodies of water; to assure the adequacy of drainage facilities; and to encourage the wise use and management of natural resources throughout the Municipality.

#### **SECTION 2-2. POLICIES**

- A. It is hereby declared to be the policy of the City of Gulf Shores to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the Municipality pursuant to authority granted to the Municipality under Title II, Subtitle 2, Chapter 52, Articles 2 and 3 of the Code of Alabama, 1975.
- B. Any owner of land, which lies within the jurisdiction of the Municipality, who wishes to divide or resubdivide such land into two or more lots, plats, sites or other division of land for the purpose, whether immediate or future, of sale or of building development, or to resubdivide such land, shall submit to the City Planning Commission for approval, a plat of the subdivision, which shall conform to the minimum requirements set forth in these regulations.
- C. No subdivider shall proceed with improvements or installations of utilities in a subdivision until such subdivision plat shall have been granted preliminary plat approval by the City Planning Commission.
- D. The subdivider shall be responsible for the installation of all necessary improvements including streets, water and sewer systems, drainage facilities, utilities, and other improvements set forth under these regulations, all constructed to meet the standards and requirements set forth herein.
- E. At the discretion solely of the Planning Commission, curbs and sidewalks may be required in new subdivisions where Planning Commission deems advisable.

## ARTICLE III

### SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS

#### SECTION 3-1. APPROVAL OF SUBDIVISION PLATS REQUIRED

From and after the date of filing a certified copy of these regulations with the Probate Judge of Baldwin County, Alabama, no subdivision plat of land within the jurisdiction of the City of Gulf Shores shall be filed or recorded nor shall any lots be sold until the plat shall have been submitted to and approved by the City Planning Commission. Fees for subdivision applications shall be set by Resolution of the City Council.

#### SECTION 3-2. PREAPPLICATION PROCEDURES

A. Preapplication Conference. An applicant wishing to subdivide land within the jurisdiction of the City of Gulf Shores, Alabama, should request and hold a preapplication conference with the Planning Director. The purpose of the conference would be to acquaint the applicant with the regulations governing land subdivision, the procedures to be followed in obtaining final plat approval, and the identity of other agencies or officials who must eventually approve one or more elements of the subdivision plat.

B. Sketch Plan. Prior to incurring costs of preparing a preliminary plat, an applicant may wish to obtain tentative agreements on a proposed subdivision. To accomplish this purpose, the applicant is urged to submit a sketch plan of the proposed subdivision to the Planning Director at least thirty (30) days prior to a regularly scheduled meeting of the Planning Commission. The Planning Director shall place the sketch plan on the agenda for the Planning Commission's next regularly scheduled meeting. This step is not mandatory and does not require a formal application or fee.

The sketch plan, if submitted, should be drawn at an appropriate scale and show the tentative street layout, right-of-way widths, lot arrangements, location of existing water and sewer lines, water courses, existing easements, adjoining streets, existing structures, total acres, tract boundaries, north arrow, and other appropriate information.

C. Classification as Minor or Major Subdivision. A subdivision which is not classified as a minor subdivision by the Planning Director is a major subdivision and must conform to all requirements for preliminary plat approval before an applicant can file an application for final plat approval.

A minor subdivision is exempt from requirements for preliminary plat approval and, after receiving such classification from the Planning Director, the applicant may proceed directly to the filing of an application for final subdivision plat approval.

To be classified as a minor subdivision, a proposed subdivision must meet one of the following criteria:

1. does not contain more than six (6) lots fronting on an existing improved street; does not require the installation of new streets, utilities or other public improvements; and does not adversely affect future subdivision of adjoining land; or,

2. has no lot with an area less than five (5) acres; does not require installation of a water or sewer system; has roadway access to each lot with improvements capable of handling anticipated traffic volumes; does not adversely affect future subdivision of adjoining land; and occupies a remote location where the absence of public improvements will not adversely affect urban development within the City or its environs.

To obtain classification as a minor subdivision, an applicant must submit a sketch plan to the Planning Director which contains sufficient information for a determination to be made. The sketch plan should show, as appropriate, the approximate arrangement and dimensions of lots location of existing water and sewer lines, water courses, utility easements, adjoining streets, existing structures, total acres, tract boundaries, north arrow, scale, and other appropriate information. If after review of the sketch plan, and discussions with the applicant, the Planning Director finds that the proposed subdivision meets one of the above criteria, he may classify such subdivision as a minor subdivision.

### SECTION 3-3. PRELIMINARY PLAT APPROVAL PROCEDURE

A. Application for Preliminary Plat Approval. An applicant for a major subdivision should file an application for approval of a preliminary plat in the office of the Planning Director. The application shall:

1. Be made on forms available at the office of the Planning Director together with the required application fee. (Any advertising costs will be billed separately to the applicant.)
2. Include the names and addresses of the owners of properties located within 100 feet from any boundary of the subdivision as they appear on the current tax records.
3. Contain the name and address of a person or local agent to whom notice of a public hearing shall be sent.
4. Be accompanied by a current title policy, title opinion or title report.
5. Be accompanied by a minimum of thirteen (13) copies of the preliminary plat as described in these regulations.
6. Be accompanied by a minimum of three (3) copies of construction plans as described in these regulations.
7. Be presented to the Planning Director at least thirty (30) days prior to a regular meeting of the Planning Commission.

B. Review by Planning Director. The Planning Director shall review the preliminary plat for compliance with these regulations and adequacy of form. The Planning Director shall distribute copies of the preliminary plat to appropriate agencies and officials for their review and comment and hold such meetings as are found necessary. The Planning Director shall then place the preliminary plat on the agenda for the next regular Planning Commission meeting.

C. Notice of public hearing. Notice of the public hearing on the preliminary plat shall be sent to the applicant or his authorized agent and to owners of land immediately adjoining the land

contained within the preliminary plat as their names appear in the records of the County Tax Assessor's Office. Such notice shall be sent by registered or certified mail of the time and place of such hearing not less than five (5) days before the date fixed therefor.

D. Public Hearing. The Planning Commission shall hold a public hearing for the purpose of determining conformity of the preliminary plat with these regulations and to permit adjoining property owners to state their view.

E. Preliminary Approval. Within thirty (30) days after the public hearing, the Planning Commission shall approve, disapprove, or approve subject to required modifications. If the plat is disapproved, the reasons for such disapproval shall be stated upon the records of the Planning Commission. If approved subject to modifications, the nature of the required modifications shall also be indicated in the records of the Planning Commission. Failure of the Planning Commission to take action on the preliminary plat within thirty (30) days shall be deemed approval of the preliminary plat and a certificate to that effect shall be issued by the Planning Commission on demand; provided, however, that the applicant for the Planning Commission's approval may waive this requirement and consent to an extension of such period. One (1) copy of the preliminary plat shall be returned to the applicant with the date of approval, approval subject to modifications, or disapproval and the reasons therefore accompanying the plat.

F. Effect of Preliminary Plat Approval. Receipt of the approved copy of the preliminary plat by the applicant shall be authorization to proceed with the construction of approved improvements; however, the grant of preliminary plat approval will not constitute acceptance of the final plat.

G. Effective Period of Preliminary Approval. Preliminary approval by the Planning Commission shall be binding for two (2) years unless a final plat has been filed or the Planning Commission, for good cause, grants and extension of the two (2) year period.

H. Model Homes. For the purpose of allowing the early construction of model homes in a subdivision, the Planning Commission, in its discretion, may permit a portion of a major subdivision involving no more than two (2) lots to be created in accordance with procedures for approving a minor subdivision, set forth in Subsection 3-2C and 3-4B. The model home lots to be approved in this manner must derive access from an existing city, county or state highway. The sketch plan for the minor subdivision shall be submitted to the Planning Commission simultaneously with the preliminary plat for the entire subdivision. Subsequent to preliminary approval, the model(s) may be constructed, subject to such additional requirements that the Planning Commission may establish.

If, in the judgment of the Planning Commission, restricting the early construction of model homes to only two (2) lots would be unreasonable, the Planning Commission may permit the use of additional lots not to exceed six (6) to allow model homes of different types of floor plans to be constructed.

#### Section 3-4. FINAL PLAT

A. Policies affecting Sale of Lots and Extensions of Utilities. No lot may be sold within a subdivision, and no utilities shall be extended to or connected with, any subdivision of land until the Final Plat has been approved by the Planning Commission.

B. Application Procedure for Minor Subdivision Plat. After a proposed subdivision has been classified as a minor subdivision, the applicant may file with the Planning Director an application for final approval of the minor subdivision plat. The application shall:

1. Be made on forms available at the office of the Planning Director.
2. Be accompanied by the original drawing of the plat drawn with black drawing ink on tracing cloth or reproducible mylar and thirteen (13) prints thereof.
3. Include the names and addresses of the owners of properties located within 100 feet from any boundary of the subdivision as they appear on current tax records.
4. Contain the name and address of a person or local agent to whom notice of a public hearing shall be sent.
5. Be accompanied by a current title policy, title opinion or title report.
6. Be accompanied by the required application fee. (Any advertising costs will be billed separately to applicant.)
7. Be in conformity with the approved sketch plan and any conditions placed thereon by the Planning Director.
8. Be presented to the Planning Director at least thirty (30) days prior to a regular meeting of the Planning Commission.

C. Application Procedure for Major Subdivision Plat. Upon satisfactory completion of all improvements specified in the Preliminary Plat, or by submission of a performance bond as specified herein, the applicant shall file with the Planning Director an application for final approval of a subdivision plat. The application shall:

1. Be made on forms available at the office of the Planning Director.
2. Be accompanied by the original drawing of the plat drawn with black drawing ink on tracing cloth or reproducible mylar and thirteen (13) prints thereof.
3. Be accompanied by two (2) blue or black line 24" x 36" minimum size copies of an engineering plan, or "as built" plan, giving details of construction, location, and size of underground utilities and their above ground components with one digital format CAD/CAM copy of the Final Plat in Microstation (DGN), AutoCAD (DWG) or AutoCAD Exchange File (DXF) format on CD-ROM, 4mm DAT tape backup (Microsoft NT Backup Format), or 3.5" floppy disk (Microsoft format). The digital file(s) shall be accompanied by a transmittal letter which lists the files being submitted, a description of the data in each file, a level/layer schematic of each design file, and a statement conveying rights to the City of Gulf Shores for the data to be used for GIS purposes. Text, parcels, and roads must be grouped together on separate layers. A separate miscellaneous layer may be used of other information. All data submitted shall use NAD 1983 Alabama West Zone Coordinates in US Survey Feet. Digital files must display by text, said state plane coordinates for all points specified in Section 7-1.B: Monuments. If installation of improvements is completed under a bond, the engineering plans and digital format files shall be

submitted to the Public Works Director upon request of release of the bond by the applicant.

4. Be accompanied by all formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks, and easements, in a form approved by the City's legal counsel.
5. Be accompanied by the performance bond, if required, in a form satisfactory to the City's legal counsel and in an amount sufficient to guarantee the actual construction and installation of all proposed improvements.
6. Be presented to the Planning Director at least thirty (30) days prior to a regularly scheduled meeting of the Planning Commission.
7. Comply in all respects with the Preliminary Plat.
8. Be submitted to the Planning Director within two (2) years after date of sketch plan approval for a minor subdivision or preliminary approval for a major subdivision.
9. Be accompanied by the required application fee.
10. Be accompanied by a fee covering the cost of recording the final plat, and related documents, with the office of the Probate Judge of Baldwin County.

#### D. Public Hearing On Final Plan For Minor Subdivisions

1. Notice of Public Hearing. Notice of the public hearing on the final plat of a minor subdivision shall be sent to the applicant or his authorized agent and to owners of land immediately adjoining the land contained within the Final Plat of a minor subdivision as their names appear in the records of the County Tax Assessor's office. Such notice shall be sent by registered or certified mail of the time and place of such hearing not less than five (5) days before the date fixed therefor.
2. Public Hearing. The Planning Commission shall hold a public hearing for the purpose of determining conformity of the Final Plat with the approved Sketch Plan and these regulations and to permit adjoining property owners to state their views.

#### E. Processing and Recording of Final Plat

1. Signing of Final Plat for Minor Subdivisions. When the Final Plat of a minor subdivision is found to be in conformity with these regulations, and with any conditions established by the Planning Commission, the Chairman of the Planning Commission, Coordinator of Community Development, and the Public Works Director shall endorse approval on the Final Plat.
2. Signing of the Final Plat for Major Subdivisions.
  - a. When a performance bond is required, the Chairman of the Planning Commission shall endorse approval on the Final Plat only after the bond has been approved by the City Attorney and all conditions pertaining to the plat have been satisfied.

- b. When installation of improvements is required, the Chairman of the Planning Commission shall endorse approval on the plat after all conditions have been satisfied and all improvements satisfactorily completed and approved by the Coordinator of Community Development. There shall be written evidence that the required improvements have been installed in a manner satisfactory to the City of Gulf Shores as shown by a certificate signed by the Coordinator of Community Development and Public Works Director approving completion of all required improvements.

3. Recording of Plat.

- a. All plats submitted to the City of Gulf Shores for signing and recording shall be of reproducible mylar and submitted in duplicate.
  - b. Once the plat has been determined to comply with all conditions of the approval granted by the Planning Commission and all applicable certificates on the plat have been signed, the Chairman of the Planning Commission will sign both the reproducible mylar originals of the final plat and at the request of the applicant or his engineer or surveyor, may sign other additional copies for their use.
  - c. It shall be the responsibility of the Planning Director to record the final plat with the office of the Probate Judge of Baldwin County within thirty (30) days of the date of its signing by the Chairman of the Planning Commission, Coordinator of Community Development, and Public Works Director. As an option, the applicant may provide to the Community Development Department a \$100 deposit as a retainer to ensure that the Department is provided with an original recorded mylar copy of the final plat. The Department will hold a check or other money provided for such deposit for up to one week and return the deposit if an original recorded plat is received within that time. After one week the City will retain the deposit as a fee for the purpose of obtaining a copy of the recorded plat from the County
4. Effect on Maintenance. Approval of final plat by the Planning Commission shall not constitute acceptance by the appropriate local government for maintenance of any street, public way, or ground.

F. Sectionalizing Major Subdivision Plats. Prior to granting final approval of a major subdivision plat, the Planning Commission may permit the plat to be divided into two or more sections and may impose such conditions upon the filing of the sections as it may deem necessary to assure the orderly development of the plat. The Planning Commission may require that the performance bond be in such amount as is commensurate with the section or sections of the plat to be filed and may defer the remaining required performance bond principal amount until the remaining sections of the plat are offered for filing. The developer may also file irrevocable offers to dedicate streets and public improvements in the sections offered to be filed and defer filing offers of dedication for the remaining sections, subject to such conditions as may be imposed by the Planning Commission. In the event of approval of sectionalizing, the entire approved subdivision plat including all sections shall be filed within ninety (90) days after date of final approval in the office of the Planning Director and such sections as have been authorized by the Planning Commission shall be filed in the Office of the Judge of Probate, for Baldwin County.

G. Changes After Approval. Minor changes to an approved final plat may be authorized by the Coordinator of Community Development and Planning Commission Chairman to overcome unanticipated hardships or conditions, provided that such minor changes:

1. are not inconsistent with provisions of the subdivision regulations;
2. are not inconsistent with the design concept of the approved subdivision plat;
3. do not add additional lots.

Other changes or amendments to an approved subdivision plat shall be submitted to the Planning Commission for approval.

## ARTICLE IV

### ASSURANCE FOR COMPLETION OF IMPROVEMENTS

#### SECTION 4-1. IMPROVEMENTS AND PERFORMANCE BOND

A. Completion of Improvements. Before the final plat is signed by the Chairman of the Planning Commission, all applicants shall be required to satisfactorily complete all improvements specified in the final subdivision plat and to submit necessary offers of dedication for streets, easements, and land intended for public purposes. Satisfactory completion of improvements shall be certified by the Coordinator of Community Development or, where required by statute, by the County Engineer. Any land offered for dedication for any public purpose, and any improvements thereon, shall be free and clear of all liens and encumbrances.

#### B. Performance Bond

1. As an alternative to completing all improvement prior to final plat approval, the Planning Commission may permit the applicant to post a bond at the time of application for final subdivision approval in an amount estimated by the Planning Commission as sufficient to secure to the local government the satisfactory construction, installation, and dedication of the incomplete portion of required improvement. The performance bond shall also secure all lot improvements on the individual lots of the subdivision as required by these regulations.
2. Such performance bond shall be satisfactory to the City of Gulf Shores Attorney as to form, sufficiency, and manner of execution. The period within which required improvements must be completed shall be specified by the Planning Commission in the resolution approving the final subdivision plat and shall be incorporated in the bond.

C. Acceptance of Dedication Offers. Acceptance of formal offers of dedication of streets, public areas, easements, and parks shall be by ordinance or resolution by the appropriate local governing body. In accordance with Section 20-23 of Article II of the Code of Ordinances, as condition of final plat approved, the applicant must provide a letter of credit or cash bond in the amount of 10% of the certified cost of construction of the public and private streets, alleys, and drainage structures. The cash bond or letter of credit shall be provided to ensure that the developer makes repairs required by the City as a condition of accepting the streets for maintenance. If a letter of credit is accepted, the term of the letter of credit shall be at least one year longer than the required waiting period for acceptance of the streets by the local governing authority.

#### SECTION 4-2. INSPECTION OF IMPROVEMENTS

A. The design engineer and/or his designee shall perform inspections during construction of the subdivision improvements to ensure conformance with approved design and shall submit a written report to the Director of Public Works resulting from each inspection. At a minimum, inspections will be performed at the following construction milestones:

1. Commencement of land disturbing activities; the engineer shall inspect the installation of erosion control devices.

2. Street subgrade preparations; the engineer shall inspect subgrade suitability and compaction.
3. Placement of all drainage culvert pipe, manholes and other drainage structures.
4. Street subbase preparations; the engineer shall inspect subgrade suitability and compaction.
5. Street base course placement; the engineer shall inspect base course placement and compaction.
6. Street wearing surface placement; the engineer shall inspect surface course placement and compaction.
7. Final inspection; the engineer shall inspect all required improvements to the subdivision and verify that they have been completed.

Inspection reports signed by a representative from the Public Works Department will be required at least once during commencement of land disturbing activities (1), placement of drainage structures (3), street base course placement (5), street wearing surface placement (6), and at final inspection (7).

The engineer's inspection report shall contain all results from testing laboratories. Compaction tests shall be performed on subgrade, subbase, base course, and wearing surfaces at a minimum; the design engineer shall state the requirement for this testing on the design drawings. The design engineer's final inspection report and a certification of improvements for the subdivision shall be submitted to the Director of Public Works prior to final inspection by the City.

B. The Planning Commission shall provide for inspection of required improvements during construction and insure their satisfactory completion. If the Director of Public Works and/or his designee finds upon inspection that any of the required improvements have not been constructed in accordance with City or County construction standards and specifications, as applicable, the applicant and/or the applicant's surety company shall be responsible for conforming construction to required standards prior to final plat approval or release of performance bond.

## **ARTICLE V**

### **PLANNED UNIT DEVELOPMENT PROVISIONS**

#### **SECTION 5-1. INTENT AND OBJECTIVES**

The intent of these planned unit development (PUD) regulations is to promote improved living environments by encouraging imaginative approaches to the design and improvement of subdivisions. Objectives sought include: preservation of natural features and scenic areas; reduction in the amount of land consumed by roads; separation of vehicular and pedestrian circulation; integration of open space networks and recreation areas within developments; and creation of residential areas meeting the particular needs of permanent and seasonal residents.

#### **SECTION 5-2. SCOPE**

The Planning Commission may depart from the strict application of design and improvement standards set forth in these regulations, as it deems necessary, to achieve superior subdivision design and development meeting the intent and objectives set forth in Section 5-1 above.

#### **SECTION 5-3. APPROVAL PROCEDURES WITHIN THE CITY OF GULF SHORES**

A. Coordination with Zoning Approval Procedures. Whenever a PUD involves a subdivision of land, the subdivision approval procedures shall be coordinated with those of the Zoning Ordinance for PUD approval. It is the intent of these regulations that review and approval actions for PUD rezoning request be carried out simultaneously with review and approval actions for related PUD subdivision plats.

B. Preliminary and Final PUD Subdivision Plat Approvals. Procedures for submitting an application for preliminary and final plat approvals for PUD subdivision, and subsequent review and approval actions, shall be the procedures set forth in Article III of these regulations unless modified by the Planning Commission to permit simultaneous review and approval actions for a PUD subdivision and the outline development plan required for a PUD under the Zoning Ordinance.

C. Preliminary and Final PUD Subdivision Plat Requirements. A preliminary or final plat for a PUD subdivision shall conform to requirements of Article X of these regulations. In addition, the preliminary plat shall be accompanied by construction plans as described in Section 10-2 of these regulations, and the final plat shall be accompanied by engineering plans as described in Section 10-5 of these regulations.

D. Outline Development Plan May Serve as Preliminary Subdivision Plat. If the outline development plan, required for a PUD under the Zoning Ordinance, is prepared in a manner meeting requirements of Articles III and X of these regulations, it may be accepted by the Planning Commission as the preliminary PUD subdivision plat.

#### **SECTION 5-4. APPROVAL PROCEDURES FOR PUD SUBDIVISION OUTSIDE THE CITY OF GULF SHORES**

A. Outline Development Plan. An applicant who will require modifications of these regulations to carry out a PUD project, must first submit an outline development plan of the project for review and approval. An application for approval of an outline development plan

shall be filed by or on behalf of the applicant with the Planning Director. The purpose of the outline development plan is to provide the Planning Commission with information in respect to the type, character, scale and intensity of proposed development, and the types of modification from these requested by the applicant.

B. Outline Development Plan Requirements. The outline development plan shall show the following:

1. The location of the property with respect to surrounding properties and streets;
2. The approximate location and dimensions of all boundary lines;
3. The locations of water bodies, streams, wetlands, buildings, drainage ditches, dunes, and other significant natural features;
4. The location and widths of all existing and proposed streets, alleys, easements, pedestrian ways, and building setback lines;
5. The locations of areas to be developed for single-family, multi-family, commercial, open space, recreation, and other types of development;
6. Proposed residential densities and the ratio of floor space to land area for proposed commercial developments;
7. The location, size and character of any of any common open space, common owned facilities, and the form of organization proposed to own and maintain them;
8. Location and use of all proposed buildings;
9. Proposed methods of providing required improvements such as streets, water supply, waste water collection and treatment, storm drainage facilities, electrical service, etc.
10. Provisions for offstreet parking and loading and pedestrian circulation.
11. The substance of covenants, grants, easements, and deed restrictions, or contracts, or other restrictions to insure the completion of the PUD in accordance with an approved final subdivision plat as well as for the continuing operation and maintenance of commonly owned open space and facilities.
12. Written consents and agreements from all property owners of record within the PUD boundaries, who have not joined in the PUD application, indicating that such owners have no objections to including their property in the overall planning process for the PUD.
13. Any additional data, plans or specifications as the applicant or Planning Commission may believe are pertinent to the proposed PUD.

C. Review and Approval of Outline Development Plan. In the approval process for an outline development plan, the applicant and the Planning Commission will reach basic agreements on: the type, character, scale and intensity of proposed development; features of the proposed development that make it superior to developments carried out under the strict application of

these regulations, and the types of modifications required to carry out the proposed PUD. These agreements will form the basis for subsequent approval actions for the PUD's preliminary and final plats. Procedures for of an outline development plan shall include:

1. The applicant shall submit an application for outline development plan approval to the Planning Director not less than thirty (30) days prior to a regularly scheduled Planning Commission meeting at which such application is to be considered. The application shall be accompanied by five (5) copies of the outline development plan map and other supporting documentation.
2. After official acceptance of the application by the Planning Director, the application, outline development plan, and supporting documentation shall be reviewed by the City's staff and representatives of other governmental agencies and utilities to determine the adequacy and merits of the plan and modification of these regulations that are required.
3. Unless the applicant agrees to a delay to permit further staff review or to make recommended modifications to the outline development plan, the application for outline development plan approval shall be submitted to the Planning Commission by the Planning Director.
4. The Planning Commission shall review the application for outline development plan approval and take one of the following actions: approve as submitted; approve with conditions; disapprove.

D. Status of Approved Outline Development Plan. An approved outline development plan for a PUD shall establish guidelines for the preparation of, and approvals for preliminary and final PUD subdivision plats. No subdivision plat shall be approved by the Planning Commission unless it is in substantial compliance with the approved outline Development Plan.

E. Conformity With Requirements of These Subdivision Regulations. Subdivision plat approvals for PUD must conform to all procedures and requirements of these regulations except where modifications of design and improvement standards have been approved by the Planning Commission.

## ARTICLE VI

### DESIGN AND IMPROVEMENT STANDARDS

#### SECTION 6-1. GENERAL REQUIREMENTS

A. Conformance to Applicable Rules and Regulations. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable laws, rules, and regulations including the following:

1. all applicable statutory provisions;
2. the Gulf Shores zoning ordinance, building code and housing code and other applicable development regulations of the City or County;
3. the official master plan, official map, public utilities plan, and capital improvements program of the City of Gulf Shores;
4. all requirements of these regulations and any rules of the Baldwin County Health Department and/or state or federal agencies having developmental jurisdictions;
5. the rules and standards of the State Highway Department if the subdivision of any lot contained therein abuts a State highway.
6. the standards and regulations adopted by the Coordinator of Community Development and all boards, commissions, agencies and officials of the City of Gulf Shores.

B. Preservation of Natural Features and Amenities

Existing features which would add value to residential development or which have exceptional amenity value, such as trees, watercourses, water bodies, beaches, dunes, wetlands, and similar assets, should be carefully considered in subdivision design. Reasonable requirements for their preservation may be specified by the Planning Commission.

C. Land Unsited for Development

Land which the Planning Commission finds to be unsuitable for subdivision or development due to flooding, improper drainage, adverse soil conditions, or other conditions which would be harmful to the safety, health, and general welfare of present or future inhabitants shall not be developed unless such problems can be reasonably overcome to the satisfaction of the Planning Commission and without undue harm to the environment.

Land within any floodway, as identified in the latest editions of the Flood Insurance Rate Maps prepared by the Federal Insurance Administration must be reserved solely for the passage of floodwaters. Development within such floodways shall be reserved solely for

essential public purposes designed and constructed so that the flow of floodwaters is unimpeded. In other flood prone areas, development shall conform to standards established by the Federal Emergency Management Agency.

D. Subdivision Name. The proposed name of a subdivision shall not duplicate, or too closely approximate phonetically, the name of any other subdivision within the subdivision control jurisdiction of the City of Gulf Shores.

E. Covenants and Restrictions. An applicant seeking approval of a residential subdivision located outside the zoning jurisdiction of the City of Gulf Shores shall establish covenants and/or restrictions covering all residential lots and adjoining nonresidential lots. Such covenants and/or restrictions shall be acceptable to the Planning Commission and shall establish enforceable standards governing the use and development of residential lots and adjoining nonresidential lots within the subdivision. The recording of such covenants and/or restrictions in the Office of the Probate Judge of Baldwin County is a requirement for final plat approval.

F. Reservation of Land for Public Purposes. To insure development of the community in accordance with the Master Plan, or any of its elements, the Planning Commission may require that the subdivider reserve open spaces for parks, schools, fire stations, playgrounds, or any other use the Planning Commission deems essential to the welfare of the community for a period of six (6) months from the submission of the preliminary plat. This period may be extended for a designated time with the written consent of both the subdivider and the Planning Commission. However, no more than ten (10) percent of the total subdivision may be required for these purposes. At the end of the above mentioned period, if the City has been unable to acquire said property, then it shall remain the property of the subdivider and shall not be subjected to more restrictive regulations than the subdivision in which it lies.

G. Open Space. The following regulations are intended to develop within new subdivisions, private recreation areas in the form of "Mini Parks" and "Neighborhood Parks," for the purpose of meeting the informal recreational needs of its residents. To this end all subdivisions having twenty-five (25) or more lots with average lot sizes of less than one (1) acre shall provide open space consistent with the regulations below:

1. **Applicability:** These requirements shall apply to all new single family or duplex residential subdivisions under the subdivision control jurisdiction of the Planning Commission, including additions to existing subdivisions meeting the above criteria.
2. **Minimum Area:** A minimum of ten (10) percent of the overall land area of the subdivision shall be reserved as open space. The land shall be shown as open space on the final plat and include adequate provision for the ownership and maintenance of such areas. Such areas shall not be converted to another use without the prior approval of the City of Gulf Shores Planning Commission and

all owners of property within the subdivision. When it is determined that it will be more beneficial to the future residents of the subdivision, the Planning Commission may approve the division of required open space into more than one site or area.

3. Definitions:

- a. Open Space - In the context used herein, open space is intended to represent land area within a subdivision that is not platted for individual ownership and development but is platted with the intent of being owned by all owners of lots within the subdivision for their common enjoyment and benefit.
- b. Mini Park - The smallest unit of open space (less than one acre) typically designed or intended to meet the limited recreational needs of small neighborhoods. Uses may include open play areas for active recreation and picnic areas, arbors, sitting areas, and nature observation for passive recreation.
- c. Neighborhood Park - The basic unit of the private park system (typically one to ten acres), providing active and passive recreational opportunities for the neighborhood.
- d. Active Recreation - typically includes unstructured sports or athletic activities occurring in open unmarked turf areas and fields. Facilities such as basketball courts or swimming pools are sometimes included as active recreation uses.
- e. Passive Recreation - typically includes informal activities such as picnicking, socializing, bird watching and other non-athletic events.

4. Design Requirements:

- a. In order to be credited toward the minimum open space requirement, these open space areas should, to the extent practicable, be placed central to the development and designed as an integral part of the subdivision. To the extent practicable, lots should face or be adjacent to (side with) open space.
- b. Required open space should be of appropriate dimension to accommodate active, as well as passive, recreational activities.
- c. In order to maximize access to and visibility of open space areas, such areas shall not be placed behind residential lots or otherwise configured to be hidden from street view.
- d. Depending on the size of the subdivision appropriate sidewalks may be required through the open space area.
- e. As a general rule, approximately ½ of the required open space shall be cleared and sodded for active recreational activities. The remainder may be approved as natural areas for passive recreation activities.
- f. Required open space shall not include narrow strips of land used to provide internal or external buffers or other areas considered “unusable.”

- g. In addition, all such open spaces shall be provided in addition to those lands utilized for drainage and storm water management. If it can be demonstrated by the applicant, to the satisfaction of the Planning Commission, that such lands can be utilized effectively for both purposes a waiver of this requirement may be approved.
  - h. For subdivisions having less than twenty-five (25) lots, the Planning Commission may, at its discretion, if appropriate under the circumstances of a particular subdivision, require that open space be provided in similar quantity and quality as herein referenced.
- 5. Phasing:
  - a. At a minimum, all open space required to comply with this ordinance shall be provided with each phase of construction. The above design requirements shall be applied to each phase of a development.
- 6. Modification By Variance:
  - a. Modification of any of the requirements of this Section by variance may be approved by the Planning Commission as provided in Article VIII of these Regulations.
- H. Contour Map. A contour map at one (1) or two (2) foot intervals shall be provided if the Planning Commission or the Coordinator of Community Development determines that such contour map is essential for adequate subdivision design.
- I. Soils. The plat shall show the location and results of the test borings of the subsurface condition of the tract to be developed. When non pervious soils (hardpan or other) are encountered the subdivide shall demonstrate to the satisfaction of the Coordinator of Community Development how he proposes to cope with such conditions. If the soil analysis reflects that the area contains hardpan, peat, muck or other unsuitable or unstable materials, the Coordinator of Community Development shall require such additional design and construction as necessary to assure proper drainage and development of the area. Test locations shall be mutually determined by the Developer's engineer and the Coordinator of Community Development and shall be recorded as to location and result on the construction plans.
- J. Construction in Muck or Clay Areas. When streets or alleys are to be constructed in muck areas, the muck or peat shall be completely removed from that portion of the right-of-way lying between two lines parallel to the centerline and located 10 feet beyond the edge of the proposed pavement on each side. When gumbo or other plastic clays are encountered, they shall be removed within the roadway area 1 foot below the subgrade extending horizontally to the outside edge of the shoulder area. The design of streets proposed in excessive muck areas shall be considered on an individual basis.

## SECTION 6-2. STREET PLAN

### A. General Requirements

1. Frontage on Improved Roads. No subdivision shall be approved unless the area to be subdivided shall have frontage on and access from an existing state, county, or City street or highway or unless the subdivider provides a street connection from the subdivided land to an existing state, county or city street or highway in a manner acceptable to the Planning Commission. If the existing frontage street or highway lacks sufficient right-of-way to meet the requirements of these regulations, additional right-of-way may be required by the Planning Commission.
2. Grading and Improvements. Streets shall be graded and improved to conform to construction standards of the City of Gulf Shores and shall be approved as to design and specifications by the Coordinator of Community Development based upon construction plans submitted with the preliminary plat.
3. Coordination with Surrounding Street System. The proposed street system shall be coordinated with the street systems of the surrounding area. Existing streets shall be extended unless their extension is determined to be unnecessary by the Planning Commission.
4. Access to Adjacent Properties. Proposed streets shall be extended to the boundary lines of the tract to be subdivided to permit logical future subdivision of adjoining tracts unless in the opinion of the Planning Commission such extension is not necessary or desirable.
5. Access to Primary Arterials. Where a subdivision borders on or contains an existing or proposed primary arterial street, the Planning Commission may require that access to such street be limited by one of the following means:
  - a. The subdivision of lots so as to back onto the primary arterial and front onto a parallel local street; no access shall be provided from the primary arterial to individual lots. Screening shall be provided in a strip of land along the rear property line of such lots.
  - b. A series of cul-de-sacs, U-shaped streets, or short loops entered from and designed generally at right angles to such a parallel street, with the rear lines of their terminal lots backing onto the major arterial.
  - c. A marginal access or service road (separated from the primary arterial by planting or grass strip and having access thereto at suitable points).
6. Street Names. New street names shall not duplicate or be similar to existing street names and existing names shall be projected wherever possible. Naming shall be consistent with the directional line of the street as follows:

Through streets lying east and west - - - - - Avenues

Through streets lying north and south - - - - - Streets

Through streets lying other than what can be termed north and south or east and west - - - - - Roads

Cul-de-sacs and other noncontinuous streets - - - - - Lanes, Places, Courts, Drives

Circular or "U" shaped streets- - - - - Circles

7. Street Name and Regulatory Signs. Street name signs are to be placed at all intersections within or abutting the subdivision the type and location of which shall be approved by the Coordinator of Community Development.
8. Street Lights. Installation of street lights shall be required in accordance with design and specification standards approved by the Coordinator of Community Development.
9. Reserve Strips. Private reserve strips controlling access to streets shall be prohibited.
10. Half-Streets. Where there exists a dedicated or platted half street adjacent to the tract to be subdivided, the other half shall be platted. New half-streets or half alleys shall be prohibited.
11. Private Streets. There shall be no private street platted within a subdivision where abutting properties will be sold to the public except in instances where the Planning Commission establishes that the maintenance of private streets will be adequately and continuously financed by assessments against adjoining properties established by covenants and administered through a home owners association. Such covenants shall provide for flexible maximum assessments so that adjustments may be made for inflationary price rises and that the assessments shall be a charge or lien on the land. Private streets shall be designed so that they will in no way interfere with the logical extension of the street system serving the surrounding area or with the extension of arterial streets. Private streets shall be approved as to design and specifications by the Coordinator of Community Development.
12. Additional Width on Existing Streets. Unless otherwise waived by the Planning Commission, subdivisions that adjoin existing streets with inadequate right-of-way shall dedicate additional right-of-way to meet the minimum street width requirements as follows:
  - a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
  - b. When the subdivision is located on only one side of an existing street, a minimum of one-half of the required right-of-way from the centerline of existing street shall be provided.
  - c. When a subdivision is located on a County Road an additional ten (10) feet of right-of-way or common area shall be provided for the future installation of utilities, drainage, sidewalks or other such improvements.
13. Off-site and Public Improvements. The policy of the City of Gulf Shores Planning Commission is to require subdivision developers to design and construct to City standards roadway improvements required as a result of the projected traffic impact or

needs that their completed development will have on the state highway, county, or city roads (including private roads or easements) used to provide access to that development or, at the option of the City, pay the City to design and construct these improvements. For all subdivisions subject to the City's Subdivision Regulations (residential and commercial), this policy applies within the city limits and the planning jurisdiction of the City of Gulf Shores. This policy applies, but is not limited to, the design and construction of left turn lanes, deceleration lanes, sidewalks and bikeways, drainage culverts and channels, signage, traffic striping and marking, and traffic signals. In all cases, developer payments will be required for all improvements but will not include parts of improvements funded by the Alabama Department of Transportation (ALDOT) or other state or federal agencies.

Developers of residential subdivisions containing more than 50 dwelling units exiting onto state or county roadways shall be required to construct deceleration and left turn lanes generally in accordance with the following criteria developed using the Fifth Edition of Trip Generation, An Informational Report" by the Institute of Transportation Engineers.

Use	Weekday Trip Generation	Decel/Left Turn Lanes
Subdivisions	9.55/Unit	> 50 Units

The dimensional standards and construction requirements for deceleration and left turn lanes shall conform to Alabama Department of Transportation Standards where feasible. The typical lengths are as follows:

**DECELERATION/LEFT TURN LANE**  
**Sheet No. 117 AIDOT Drawings**

Design Speed	Taper	Lane	Stop Condition INCL Taper
40 MPH	190'	135'	325'
50 MPH	230'	195'	425'
55 MPH	250'	215'	465'
60 MPH	270'	230'	500'
65 MPH	290'	260'	550'
70 MPH	300'	300'	600'
75 MPH	315'	335'	650'
80 MPH	330'	370'	700'

Where street grade, curvature, or other factors affect taper and lane length to a degree which reasonably precludes using standard lengths, the City engineer (in conjunction with the County Engineer where needed) shall stipulate reduced taper and lane lengths where, in his judgment, it is necessary to do so.

Variances from these guidelines shall be approved on a case by case basis by the Planning Commission based upon need demonstrated by City staff and/or the applicant.

Developers shall be required to complete design and construction of all development impact improvements and have them inspected and approved by City staff before the City will approve a final subdivision plat for that development.

14. Minor Street System. The rigid rectangular gridiron street pattern need not be adhered to and the use of curvilinear streets, cul-de-sac, or U-shaped streets will be accepted where such use will result in a more desirable layout and a more economical use of land. Minor streets shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum length of streets necessary to provide convenient and safe access to property.
15. Excess Right-Of-Way or Easements. Right-of-way or easement widths in excess of standards in these regulations shall be required by the Planning Commission where the density or intensity of proposed development will generate unusually high traffic volumes or where wider rights-of-way are required to accommodate necessary road construction.
- B. Design Requirements. The following design standards shall be considered minimum requirements and shall specifically apply to residential subdivisions. The requirements for non-residential subdivisions (see Article IX) shall be such as the Planning Commission deems appropriate for the type of development and use contemplated, but in no event be less than the requirements for residential subdivisions.
  1. Rights-of-Way. Minimum street rights-of-way shall not be less than the following:

Major Arterial - - - - -	120 feet
Minor Arterial - - - - -	100 feet
Collector Streets- - - - -	80 feet
Minor Street - - - - -	50 feet
Cul-de-sac - - - - -	60 foot radius
Marginal Access Street (Private) - - - - -	40 feet
  2. Pavement Widths. Pavement width shall be not less than the following with drainage to prevent surface water from crossing roadways:

Expressway or Freeway - - - -	Four or more 12 foot lanes with turning lanes and median
Arterial - - - - -	Four 12 foot lanes with turning lanes and, when Required, median.
Collector Streets - - - - -	Two or more 12 foot lanes with turning lanes, and, when required, median.

Minor Street or - - - - - Two lanes where on street parking is not provided.  
Major or Minor Res. Where they are provided, parking lanes shall be 9 feet  
Collector in width. Where a center turn lane is required, a center  
turn lane 12 feet in width shall be provided. Minor  
streets serving residential subdivisions shall provide 10  
foot lanes. Minor streets serving commercial  
subdivisions shall provide 11 foot lanes. Minor streets  
serving industrial subdivisions shall provide 12 foot  
lanes.

Marginal Access Street - Two 10 to 12 foot lanes or one 12 foot lane (one-way  
streets).

3. Street Grades. Street grades shall be determined in relation to the drainage installation for the subdivision. Street grades shall not exceed 2-1/2% unless adequate protection for erosion is provided or be less than .30% swale sections or .20% for guttered sections unless otherwise approved by the Coordinator of Community Development.
4. Street Intersections. Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect another street at an angle of less than seventy five (75) degrees. Intersections with a major street or highway shall be at least eight hundred (800) feet apart.
5. Street Jogs at Intersection. Where there is an off-set in the alignment of a street across an intersection, the off-set of the center lines shall not be less than one hundred twenty-five (125) feet.
6. Property Line Radii. Property line radii at street intersections shall not be less than twenty-five (25) feet, and where the angle of the street intersection is less than ninety (90) degrees, the Planning Commission may require a greater property line radius.
7. Alignment and Visibility
  - a. Proper sight lines shall be maintained at all intersections of streets measured along the center line. Minor and collector streets shall have a clear sight triangle of seventy-five (75) feet and one hundred fifty (150) feet for arterial streets from the point of intersection. No building shall be permitted in this area.
  - b. Where any street intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation in connection with the grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance.
  - c. Vertical curves are required at all changes in street grades with a minimum length equivalent to the following:
    - (1) On streets with a right-of-way greater than eighty (80) feet in width, minimum sight distance shall be six hundred (600) feet,

measured between points three and one-half (3.5) feet above the centerline of the street.

- (2) On the streets with a right-of-way less than eighty (80) feet in width, minimum sight distance shall be four hundred (400) feet measured between points three and one-half (3.5) feet above the centerline of the street.
- (3) Where a centerline deflection angle occurs, a circular horizontal curve shall be introduced having a centerline radius of not less than the following:

Arterials - - - - - As required under standards of the  
Alabama Highway Department.

Collector Streets - 300 feet

Minor Streets - - - 100 feet

- (4) Tangents of at least one hundred (100) feet in length shall be provided between reverse curves.
  - (5) The point of horizontal curvature of any local street shall not be closer than 100 feet to the right-of-way line of any intersecting street.
8. Street Intersection Curve Radii. At street intersections, curve radii of twenty five (25) feet or more shall be provided at the intersections of all local streets; curve radii of thirty five (35) feet or more shall be provided at all intersections of collector streets; and curve radii of forty five (45) feet or more shall be provided at all intersections of arterial streets.
  9. Dead End Streets. Dead-end streets shall be prohibited except when designed as a cul-de-sac. Such streets shall not exceed 1320 feet (1/4 mile) in length except where natural geographic barriers exist necessitating a greater length and shall be provided at closed end with a circular dedicated right-of-way with a diameter of not less than 120 feet and a circular roadway diameter of not less than 80 feet.

If the adjacent property is undeveloped and the street must be a dead-end street temporarily, the right-of-way shall be extended to the property line. A temporary turnabout, either circular or T or L shaped, shall be provided on all temporary dead-end streets, with the notation on the subdivision plat that the land outside the normal street right-of-way shall revert to abutting property owners whenever the street is continued.
  10. Sidewalks. Sidewalks shall be provided within all major subdivisions irrespective of the number or size of lots proposed. Sidewalks shall be installed on both sides of the street and shall have a minimum width of five (5) feet. In addition, subdivisions fronting or backing up to existing roadways shall provide a sidewalk within the adjacent right-of-way if none presently exists.

If any portion of the subdivision is situated directly adjacent and contiguous to any public right-of-way that has been identified within the Master Bikeway and Sidewalk Plan of the City of Gulf Shores or other City plan or regulation as a future construction segment, then it shall be the responsibility of the developer of the subdivision to provide that portion of the sidewalk/bikeway that lies contiguous and adjacent to the property being subdivided.

Sidewalks shall be separated by not less than two (2) feet from the property line as a buffer and to prevent interference or encroachment by fencing, walls, hedges, or other planting or structures that may presently exist or be placed on the property line at a later date. A median strip of grass or a landscaped area at least two (2) feet wide shall separate all sidewalks from adjacent curbs and/or streets.

Requests for waivers to these requirements may be made as provided in Article VIII of these regulations. Lot splits, creating two lots from one previous lot, shall be exempt from these requirements when the required sidewalk does not currently exist on both sides of the proposed new lots.

11. Pedestrian Accesses. The Planning Commission may require, in order to facilitate pedestrian access from the roads to schools, parks, playgrounds, or other nearby roads, perpetual unobstructed easements at least twenty (20) feet in width. Easements shall be indicated on the plat.
12. Traffic Analysis and Design. If a subdivider proposes a project that exceeds development densities outlined in the Traffic Circulation Standards Ordinance (Article III, Chapter 21 of The Code of Ordinances), a traffic impact study in accordance with the requirements of that ordinance must be submitted with the Preliminary Plat.
13. Minimum Street Construction Standards. New subdivision streets shall consist of a paved asphalt surface course of minimum 200 lb/sy surface course over eight inches of sand/clay or six inches of crushed limestone base with a minimum eight inch wide by twelve inch deep 2500 psi concrete curb. Concrete and paver block streets may be approved after review of the proposed construction details and manufacturer's specifications. Local streets shall have centerline striping, collector and arterial streets shall have centerline and edge striping.

## SECTION 6-3. LANDSCAPING AND BUFFERS

### A. Landscaping

Landscaping shall be provided within all subdivision plats, residential (Section 6.4) and nonresidential (Article IX), according to the schedule specified below:

1. At a minimum, a ten (10) foot wide landscape buffer shall be provided between proposed subdivision and an existing or proposed collector or arterial street (includes all county roads). The Planning Commission may apply the same requirement to local streets as deemed necessary. Additional buffering shall be provided adjacent to state highways.

2. Landscape buffers described in numbers one or two immediately above shall adhere, at a minimum, to one of the following standards depending on the buffer need:

- Be landscaped with a minimum of one tree (minimum 8'-10' height) and three shrubs (minimum size five (5) gallon) for every 25 lineal feet of street frontage, or;
- Be retained in a natural state and contain appropriate species and heights of natural vegetation to provide the desired buffer protection. In some instances additional plantings may be required to enhance the natural vegetation, or;
- Be landscaped with a staggered double row of evergreen plantings that will within three years grow into nearly impervious visual barrier.
- Additional plantings, fencing and/or buffer width may be required at the discretion of the Planning Commission to address individual site specific buffering needs.

3. Existing trees (excluding saplings) shall be retained unless otherwise impractical.

4. All retention/detention areas shall be sodded unless otherwise approved by the Planning Commission. The sodding of retention/detention slopes shall not be waived.

5. Appropriate landscaping shall also be provided for retention/detention areas. Landscape plans for these areas should emphasize perimeter plantings and screening, and provide for adequate shade and buffering.

6. Proposed and/or preserved landscaping shall be submitted in plan form for review by staff and the Planning Commission at the time of subdivision application.

7. Modifications or waivers of any of these requirements shall be made only by the Planning Commission and only where unique and inherent characteristics of the land proposed for development warrant such deviations. It is the sole responsibility of the property owner to justify and requested waivers to the Planning Commission.

#### B. Buffering

On occasion a proposed subdivision may create a situation where an issue of compatibility will arise regarding adjacent zoning or existing uses. Where such instances occur the Planning Commission shall have discretion to require modifications to the proposed plat to adequately buffer existing development from proposed development as well as to buffer the new developments. The following criteria or combinations thereof may be applied by the Planning Commission.

1. Where a proposed subdivision lies adjacent to property zoned or used for multi-family, commercial, or industrial purposes, the Planning Commission may require that adjacent lots be buffered by an appropriate landscape strip or natural area a minimum of ten (10) feet in width.

2. Where a new subdivision proposes to plat lots adjacent to an existing single family subdivision or neighborhood and such lots are inconsistent with the existing lots in regard to size, width, or density, the Planning Commission may require a minimum ten (10) foot wide natural or landscaped buffer, in order to create an appropriate buffer and transition between adjacent land uses.

#### SECTION 6-4. BLOCKS

The length, width, and shape of blocks shall be determined with due regard to:

- A. Provisions of adequate building sites suitable to the special needs of the type of use contemplated.

- B. Zoning requirements as to lot size dimensions.
- C. Need for convenient access, circulation, control, and safety of vehicular and pedestrian traffic.
- D. Block lengths shall not be greater than 1,320 feet, nor less than 500 feet, between intersecting streets except that, for good cause, the Planning Commission may approve greater or lesser lengths.
- E. In long blocks, the Planning Commission may require the reservation of an easement through the block to accommodate utilities, drainage facilities, or pedestrian traffic.
- F. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to a beach, body of water, water way, wetland area, major streets, nonresidential development, or other condition preventing a second tier of lots.

#### SECTION 6-5. LOTS FOR RESIDENTIAL DEVELOPMENT

A. Lot Layout. The layout of lots shall be such that there will be no foreseeable difficulties, for reasons of topography, soils, natural drainage, or other conditions, in securing building permits to build on all lots in compliance with the Zoning Ordinance, Health Regulations and in providing driveway access to building on such lots from an approved street.

B. Minimum Lot Size.

- 1. Within the City of Gulf Shores, minimum lot area within a subdivision shall be the minimum lot area established for the zoning district in which the subdivision is located.
- 2. For subdivisions located outside the zoning jurisdiction of the City of Gulf Shores, minimum lot areas for residential lots shall be:
  - a. 7,500 square feet where public water and sewers are provided.
  - b. 15,000 square feet where only public water is provided.
  - c. 20,000 square feet where public water and sewer are not provided.
- 3. Area and dimensions of lots reserved or laid out for commercial or industrial purposes shall be adequate to provide for off street and loading for the type of use contemplated;

C. Double Frontage Lots. Double frontage lots shall be avoided except where essential to provide separation of residential development from traffic arteries, or to overcome disadvantages of topography or the shape of the tract being subdivided.

D. Side Lot Lines. Side lot lines should be at right angles to straight street lines and radial to curved street lines.

E. Street Frontage. Each lot within a subdivision shall front upon a public street having a minimum right-of-way width of 50 feet except where an equivalent private street has been approved by the Planning Commission with adequate safeguards for its continuous maintenance.

F. Depth. Excessive depth in relation to width shall be avoided. A proportion of 3 to 1 will normally be considered maximum.

G. Area and Dimensional Requirements. Except as related to planned unit developments the following requirements shall apply:

1. Where the subdivision lies within the corporate of the City of Gulf Shores, area and dimensional requirements shall comply with the Zoning Ordinance.
2. Where the subdivision lies outside the corporate limits of the City of Gulf Shores, the minimum area and dimensional requirements shall be those of the R-1B (Medium Density Single-Family Residential) zoning district of the City of Gulf Shores with the exception of minimum lot size which is otherwise regulated by this Section.

H. Corner Lots. Dimensions of corner lots shall be large enough to allow for erection of buildings observing the minimum front yard setback from both streets.

I. Access to Arterial Streets. Where driveway access from an arterial street may be necessary for several adjoining lots, the Planning Commission may require that such lots be served by a combined access drive in order to limit possible traffic hazard on such street. Where possible, driveways should be designed and arranged so as to avoid requiring vehicles to back into traffic on an arterial street.

Street rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereon. Where substantial volumes of traffic may be generated, the Planning Commission may require a study, prepared by a professional traffic engineer, to estimate average daily traffic, and peak hour traffic generation and to make recommendations in regard to access, needed rights-of-way, traffic and turning lanes, special design requirements for streets within the subdivision and their intersections with streets adjoining the subdivision, the need for traffic signalization, pavement striping, and traffic control signs. The cost of the study shall be paid for by the applicant.

Because frequent driveways, median breaks and curb cuts can be a severe impediment to the proper functioning of major streets, cross-access easements, minimum driveway separations, shared driveways and frontage roads are encouraged to control and prevent this problem. Serious consideration will be given by the Planning Commission to these issues on arterial streets and major thoroughfares. Design solutions should be considered during the planning stages of all projects.

## SECTION 6-6. DRAINAGE AND INUNDATION

### A. Drainage Plan.

1. A site grading, drainage and erosion control plan shall be designed and submitted under the seal of a registered professional engineer showing, at a minimum, the

locations and methods of control of sediment, erosion, pollutants, and storm water runoff.

The plan shall be accompanied by sufficient engineering calculations for verification of discharge of storm water runoff including retention/detention/filtration of runoff where required, to insure that the maximum storm water runoff discharge rate after development does not exceed the maximum pre-development discharge rate, and that unreasonably high concentrations/quantities of pollutants such as lawn fertilizers and pesticides are not discharged to high quality water bodies.

2. General Requirements. The storm water drainage system shall be separate and independent of any sanitary sewer system. The applicant shall submit with the site grading, drainage and erosion control plan, a design narrative and complete drainage calculations, including but not limited to, assumptions, maps, and computations for each inlet, pipe, or ditch section. The design data and calculations shall be prepared, sealed and submitted by a licensed, professional engineer in the State of Alabama. The design narrative shall summarize the assumptions, calculations, and results of the design.
  - a. The drainage system(s) shall accommodate flows from at least a 10 year, 24 hour design storm. Sufficient detention shall be provided to restrict the runoff rate from the fully developed subdivision to the pre-development runoff rate. At a minimum, a detention/retention volume equal to the first one-half inch of runoff must be provided.
  - b. The method of determining storm runoff shall be as outlined in the "Standards of the City of Gulf Shores, Alabama for Control of Erosion Sedimentation, and Storm Water Runoff".
  - c. Accommodation of Upstream Drainage. Subdivision drainage systems shall be designed to accommodate developed property runoff from upstream drainage basins draining through the subdivision property in accordance with City or County drainage plans.
  - d. Effect on Downstream Drainage Areas. The Design Engineer shall review the effect of each subdivision on existing downstream drainage facilities outside the boundaries of the subdivision. Where the additional runoff incidental to the development of the subdivision will overload an existing downstream drainage facility, the City Engineer, or his/her designee, may withhold approval of the subdivision until provision has been made for the necessary downstream improvement, or require the engineer to retain all runoff on site for the 10 year, 24 hour storm, or restrict runoff in rate, volume, and discharge location to the pre-development runoff condition.
  - e. As part of the subdivision design, the design engineer shall set a finished floor elevation and ground elevations at the adjoining lot lines for each lot in the subdivision which shall be approved by the City based upon the subdivision and Citywide drainage plans. These elevations shall be adhered to when the lots are developed unless higher elevations are required due to flood zone requirements.

3. Design Details. Details for all drainage structures will be required for approval. All roadway cross drain pipes shall be reinforced concrete and have a minimum size of 18 inches in diameter, or an equivalent arch pipe. Only reinforced concrete pipe will be acceptable under streets. Pipes not under streets or other load bearing surfaces may utilize other materials as approved by the City Engineer. Corrugated metal pipes may not be allowed in some locations. Concrete box culverts used shall be designed and constructed according to the latest edition of the ALDOT Standards and Specifications for Road and Bridge Construction.
  - a. Inlets shall be provided so that surface water is not carried across any intersection, nor for a distance of more than 600 feet in the gutter. When calculations indicate that curb capacities are exceeded at a point, catch basins shall be used to intercept flow at that point.
  - b. Where the subdivider has open ditches, a maximum of 3 to 1 side slopes and flat bottom ditch is required. V-bottom ditches or other special designs will be permitted in special cases as approved by City Staff. Calculations shall show the volume and velocity for each different ditch section. Ditch lining shall be designed based on the ditch calculations. All ditches at a minimum will be required to have an established stand of grass or seeded with erosion control mats or geotextiles in place capable of preventing erosion of the ditch cross section prior to final plat approval. For roadside ditches, calculations shall also be required for the sizing of driveway culverts.
  - c. Headwalls and Rip-rap. A concrete headwall shall be required on all pipe culverts greater than 18 inches in diameter on minor streets and on all size pipes on State and County streets. Special types of headwalls, rip-rap, and other materials shall be required by City Staff when deemed necessary for erosion control, protection of existing downstream drainage facilities, and roadside safety.
  - d. Retention/Detention Reservoirs. All retention/detention reservoirs shall be located in common areas maintained by the subdivision's property owners association and shall be enclosed by level, unobstructed maintenance access extending 15 feet beyond the maximum anticipated ponding area for a base flood event. The common area must have a minimum of 20 feet of frontage on a right-of-way.

B. Fill for Building Sites.

1. Fill may not be used to raise land within a floodway. Other land subject to flooding (other than coastal flooding) may be platted for use only if filled to such height as will secure a flood free building site, provided such fill does not endanger life or property, restrict the flow of floodwaters, or result in increased flood heights; and further provided that any fill shall extend thereon, except where twenty-five (25) feet beyond the limits of any structure erected thereon, except where twenty-five feet is not feasible. Upon approval by the Planning Commission, fill may be used to protect against erosion.
2. Fill shall consist of soil or rock material only and shall be thoroughly compacted to prevent excessive settlement and shall be protected from erosion. Fill slopes shall not be steeper than one (1) foot vertical for each two (2) feet horizontal unless steeper slopes are justified and approved by the Planning Commission. Fill shall

be used only to the extent that it does not adversely effect adjacent properties. Such fill shall be certified by a registered engineer that use of fill fulfills all requirements of these requirements.

C. Other Requirements. The Planning Commission may require whatever additional engineering information it deems necessary to make a decision on subdivisions and other developments which contain an area of questionable drainage.

## SECTION 6-7. UTILITIES, GENERAL REQUIREMENTS

A. Underground Installation. Utilities, including franchised utilities, power and light, telephone, cable television, wiring to street lights, and gas shall be installed underground. This requirement shall apply to all cables, conduits or wires forming parts on an electrical distribution system including service lines to individual properties and main distribution feeder lines delivering power to local distribution systems, provided that it shall not apply to wires, conduits or associated apparatus and supporting structures whose exclusive function is in transmission or distribution of electrical energy between subdivisions generating stations, substations and perimeter lines located adjacent to the subdivision. Appurtenances such as transformer boxes, pedestal mounted terminal boxes, meter cabinets, service terminals, telephone splice closures and similar facilities normally used as part of an underground distribution system may be placed above ground, but shall be located so as not to constitute a traffic hazard.

B. Coordination of Easements. Easements shall be coordinated with requisite utility authorities and shall be provided as prescribed by these regulations for the installation of underground utilities or relocating existing utilities in conformance with the respective utility authority's rules and regulations.

C. Exceptions to Underground Installation Requirements. Underground utilities are not required in Rural Subdivisions where housing densities average less than two units per acre and the Coordinator of Community Development may waive the requirement for underground installation for subdivisions of less than 20 lots if the service to adjacent areas is overhead and it does not appear that further development in adjacent areas with underground utilities is possible. Any new service which is allowed by the waiver herein to be supplied by overhead utilities shall be connected to a service panel that is convertible for underground utility service at a future date. The subdivider shall make necessary costs and other arrangements for such underground installations with each of the persons, firms or corporations furnishing utility service involved. Utilities shall be constructed in easements as prescribed by these regulations.

D. Installation Prior to Completion of Street or Road Construction. After the subgrade for a street has been completed, the remainder of the street right-of-way has been graded and before any material is applied all underground work for water mains, sanitary sewers, storm sewers, gas mains, telephone and Cable TV lines, electrical power conduits and appurtenances and other utility shall be installed completely throughout the width of the street to the sidewalk area or provisions made so that the road or right-of-way will not be disturbed for utility installation. All underground improvements so installed for the purpose of future service connection shall be properly capped and backfilled.

## SECTION 6-8. WATER SYSTEMS

A. Public Water System. Where a public water supply system is reasonably available, it shall be extended to serve the subdivision. The design and specifications of the water distribution system shall meet the standards established by the City of Gulf Shores and which are available in the Office of the Coordinator of Community Development. The system shall be designed with minimum six (6) inch mains to provide maximum day domestic requirements at residual pressures of not less than 20 lb.. per square inch, in addition to fire flows of at least 500 gallons per minute in a residential subdivision and at least 1,500 gallons per minute in a commercial, industrial, institutional and multi family residential areas. Water mains shall be required on all streets and shall be looped. The distribution system shall provide connections to each individual lot shown in the subdivision, to each public facility, and to areas reserved for nonresidential uses. Plans for the system shall be fully approved by the public or private agency operating the water supply and by other city or county officials having jurisdiction.

B. Individual Water System. Where a public water system cannot be provided, lots shall be so designed to facilitate individual water systems so that a well will not be located closer than 75 feet from any source of pollution including but not limited to septic tanks, drain fields, sewer lines or other polluted bodies of water. Where individual water systems are proposed, the area shall have prior approval of the Baldwin County Health Department.

C. Fire Hydrants.

1. Residential Subdivisions. In one and two story subdivisions with not more than 10 dwelling units per acre, fire hydrants shall be spaced no greater than 800 feet apart and not more than 400 feet to the center of any lot in the subdivision and shall be connected to mains no less than six (6) inches in diameter.
2. Multi-family and Nonresidential Developments. In areas having densities greater than 10 dwelling units per acre, or in which there are commercial, institutional or industrial developments with high daytime or nighttime population densities, fire hydrants shall be spaced no greater than 500 feet apart and the remotest part of any structure shall not be more than 300 feet from a hydrant connected to a water main having a diameter no smaller than six (6) inches. The water supply and pressure shall be sufficient to adequately serve the needs of users and fire protection.

## SECTION 6-9. SEWAGE SYSTEMS

A. Public Sewage System. Where a public sanitary sewer system is in reasonable proximity to the proposed subdivision and is capable of providing service, the subdivision will be provided with a public sanitary sewer system meeting standards of the Coordinator of Community Development. Upon submittal of construction plans for a public sewage system as prescribed by these regulations, the design engineer shall supply data, calculations and analyses showing important features affecting design including but not limited to:

1. Number and type of dwelling units to be served and estimated population.
2. Population equivalent of other uses to be served or other basis for estimating sewage flow.
3. A flow chart indicating the number of proposed connections to the system and the anticipated flow of sewage to the nearest outfall.

4. Any other meaningful information necessary to arrive at estimates of amounts and character of sewage pertinent to the design.

**B. Individual Sewage System.** Individual sewage systems consisting of pipes, tanks, or treatment devices and subsurface absorption fields or other devices shall be approved by the Baldwin County Health Department. In areas where a public sanitary sewer system is planned to be extended, the Coordinator of Community Development may require the installation of a connection to such public sanitary sewer system in addition to any on-site facilities. In such case, sewer lines shall be laid from the house to the street line, and a connection shall be available in the home to connect from the individual disposal system to the future public sewer system. Such connections shall be capped until ready for use.

## SECTION 6-10. EASEMENTS

### A. Utility Easements.

1. Easements centered on rear lot lines shall be provided for utilities (private and public). Such easements shall be at least ten feet wide. Proper coordination shall be established between the subdivider and the applicable utility companies for the establishment of utility easements established in adjoining properties.
2. Where topographical or other conditions are such as to make impractical the inclusion of utilities within the rear lot lines, perpetual unobstructed easements at least ten (10) feet in width shall be provided along side lot lines with satisfactory access to the street or rear lot lines. Easements shall be indicated on the plat.

**B. Drainage Easements.** Drainage easements at least 10 feet wide shall be provided along all side yard lot lines (5 feet on each lot) to accommodate runoff from each lot to an adjacent right-of-way or drainage common area. Rear yard drainage easements at least 20 feet wide may be utilized to direct stormwater runoff from rear yards only to a right-of-way or drainage common area for a maximum of 20 lots. Rear yard and side yard drainage swale side slopes shall not exceed 4 to 1. Where a subdivision is traversed by a watercourse, drainageway, pipe trench, retention/detention area, channel, or stream, a common area conforming substantially to the lines of such water course, and such width and construction as will be adequate for the purpose, shall be platted to accommodate maintenance of same. If this common area is for the purpose of providing a City or County maintained drainage thoroughway, it shall be dedicated to the City or County as an easement. If it is for the purpose of connection of subdivision drainage from streets and retention/detention areas to the City or County drainage system, it shall be maintained by the property owners association. It is desirable that the drainage be piped wherever feasible.

1. Where topography or other conditions are such as to make impractical the inclusion of drainage facilities within the road right-of-way, perpetual unobstructed common areas maintained by the subdivision's property owners association shall be platted with satisfactory access to the road. Common areas shall be indicated on the plat. These common areas shall be carried from the road to a natural watercourse or to other drainage facilities. The common area width shall conform to the construction standards of the City of Gulf Shores.
2. When a proposed new drainage system will divert water into an unnatural water system or on private land adjacent to the subdivisions, appropriate drainage rights must be secured by the applicant and indicated on the plat.

3. The applicant shall dedicate, either in fee or by drainage or conservation easement, land on both sides of existing water courses, to a distance to be determined by the Coordinator of Community Development.
4. Low-lying lands along water courses subject to flooding or overflowing during storm periods, whether or not included in areas for dedication, shall be preserved and retained in their natural state as drainage ways.

## ARTICLE VII

### INSTALLATION OF PERMANENT REFERENCE POINTS

#### SECTION 7-1. PERMANENT REFERENCE POINTS.

Prior to the approval of the Final Plat, permanent reference points shall have been placed in accordance with the following requirements:

A. Subdivision Corner Tie - At least one corner of the subdivision shall be designated by course and distance (tie) from an accepted corner of the Government Survey of Baldwin County. The subdivision corner shall be marked with a monument and shall appear on the map with description of bearings and distances from the Government Survey Corner, to an accuracy of 1:5,000.

B. Monuments - The external boundaries of a subdivision shall be monumented in the field by concrete monuments not less than thirty (30) inches in length, not less than four (4) inches in diameter and marked on top with an indented cross, brass plug or other durable material securely embedded. These monuments shall be placed not more than 1,400 feet apart in any straight line and at all corners, at each end of all curves, at the point where a curve changes its radius, and at all angle points. Monuments shall be set flush with the finished grade.

Monuments, as described above shall be installed at least two (2) corners of each block. The surveyor shall employ additional monuments if and when required. All monuments shall be placed to an accuracy of 1:5,000.

C. Property Markers. All lot corners not marked with a monument shall be marked with a steel pipe not less than three-fourths (3/4) inch diameter and at least thirty (30) inches in length. A marker shall be set at a point of curvature, point of intersection, property corner, point of tangency, and reference point unless a monument has already been placed at said points. Additional markers shall be placed at other points as required. All markers shall be driven into the ground so as to be flushed with the finished grade. All markers shall be placed to an accuracy of 1:5,000.

#### SECTION 7-2. ACCURACY

A certificate of accuracy and a closure sheet by a land surveyor licensed to practice in the State of Alabama shall be submitted on the final plat.

## **ARTICLE VIII**

### **VARIANCES**

#### **SECTION 8-1. GENERAL**

Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purpose of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that such variance shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the Planning Commission shall not approve variances unless it shall make findings based upon the evidence presented to it in each specific case that:

- A. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
- B. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
- C. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out;
- D. The variances will not in any manner vary the provisions of the Zoning Ordinance, Master Plan, or Official Map.

#### **SECTION 8-2. CONDITIONS**

In approving variances, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives or requirements of these regulations.

#### **SECTION 8-3. PROCEDURES**

A petition for any such variance shall be submitted in writing by the subdivider at the time when the preliminary plat is filed for the consideration by the Planning Commission. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner.

## **ARTICLE IX**

### **NONRESIDENTIAL SUBDIVISIONS**

#### **SECTION 9-1. GENERAL PROCEDURAL REQUIREMENTS.**

It is recognized that the applicant, in creating nonresidential subdivisions faces unique problems of lot design not normally encountered in residential subdivisions and that requirements for streets, utilities and other improvements may differ significantly from residential subdivisions. Generally, the procedural requirements shall be the same as those outlined in Article III of these regulations. In the Planning Commission's review of the subdivision plat, emphasis will be given to the entire tract to be subdivided; the adequacy of proposed streets, utilities and other improvements to meet the needs of the proposed development; the relationship of the proposed development to surrounding development; the relationship of the proposed development to surrounding development, streets, utilities, etc.; and the general pattern contemplated for lot layout. The Planning Commission may waive requirements for the plat to show a complete lot layout plan in recognition of the fact that the subdivider must size lots to meet the needs of prospective buyers which needs may not be known at the time of plat approval. Final plat approval may be given without showing a complete lot layout. As new lots are created within the nonresidential subdivision, the applicant may submit proposed amendments to the final plat and the approval procedure shall be the same as for final plat approval provided, however, that a public hearing thereon must be held as required for preliminary plat approval.

#### **SECTION 9-2. SPECIAL REQUIREMENTS**

In addition to the principles and standards in these regulations which are appropriate to the planning of all subdivisions, the applicant shall demonstrate to the satisfaction of the Planning Commission that the street, parcel, and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. Factors to be considered by the Planning Commission shall include:

A. Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas, nor connected to streets intended for predominantly residential traffic.

B. Street rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereon. Where substantial volumes of traffic may be generated, the Planning Commission may require a study, prepared by a professional traffic engineer, to estimate average daily traffic, and peak hour traffic, generation and to make recommendations in regard to needed rights-of-way, traffic and turning lanes, special design requirements for streets within the subdivision and their intersections with streets adjoining the subdivision, the need for traffic signalization, pavement striping, and traffic control signs. The cost of such study shall be paid for by the applicant.

Because frequent driveways, median breaks and curb cuts can be a severe impediment to the proper functioning of major streets, cross-access easements, minimum driveway separations, shared driveways and frontage roads are encouraged to control and prevent this problem. Serious consideration will be given by the Planning Commission to these issues on arterial streets and major thoroughfares. Design solutions should be considered during the planning stages of all projects.

C. With respect to streets, utilities, and other improvements, special requirements may be imposed by the Planning Commission upon the recommendation of the Coordinator of Community Development.

D. Every effort shall be made to protect adjacent residential areas from potential nuisance from traffic or activities within the nonresidential subdivision. The Planning Commission may require screening, planting easements, and/or other forms of buffering to protect adjacent residential areas.

E. Buffering shall be incorporated into subdivisions to adequately screen and buffer any adjacent single family or multi-family development from commercial activities. Required landscaping and fencing shall at a minimum, be provided in accordance with Section 6-3, Landscaping & Buffers.

**ARTICLE X**  
**SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED**

**SECTION 10-1. PRELIMINARY PLAT**

A. General. The preliminary plat shall be prepared by a registered land surveyor at a convenient scale not more than one (1) inch equals one hundred (100) feet, may be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one (1) sheet is used. The sheet size shall be acceptable for filing in the Office of the Probate Judge but shall not exceed twenty-four by thirty-six (24 x 36) inches. It should be noted that the map prepared for the preliminary plat may also be used for the final plat and, therefore, should be drawn on tracing cloth or reproducible mylar; preparation in pencil will make required changes and additions easier.

B. Features. The preliminary plat shall show the following:

1. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, and the names of adjoining developments; the names of adjoining streets.
2. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
3. The location of existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, buildings, drainage ditches, and other features as required by the Planning Commission.
4. The location and width of all existing and proposed streets, alleys, easements, and other public ways, and proposed street rights-of-way and building set back lines.
5. The locations, dimensions, and areas of all proposed or existing lots.
6. The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions if any, of the dedication or reservation.
7. The name and address of the owner or owners of land to be subdivided if other than the owner, and the name of the land surveyor.
8. The date of the map, approximate true north point, scale, and title of subdivision.
9. Sufficient data acceptable to the Coordinator of Community Development to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.
10. Names of all new streets as approved by the Planning Commission.
11. Indication of the use of all lots.

12. Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions.
13. All lots in each block shall be consecutively numbered.
14. The following notations shall be shown on the preliminary plat along with any other explanatory information that may be needed:
  - a. Explanation of drainage easements, if any.
  - b. Explanation of site easements, if any.
  - c. Explanation of reservations, if any.
  - d. Acreage in total tract.
  - e. Smallest lot size.
  - f. Total number of lots.
  - g. Linear feet in streets.
15. Any area within or adjacent within 100 feet to the proposed subdivision subject to inundation by the 100-year flood as defined herein, or subject to periodic inundation from storm drainage overflow or ponding, shall be clearly shown and identified on the plat.
16. Form for endorsements by Planning Commission Chairman as follows:

Approved by the City of Gulf Shores Planning Commission. By approval of this subdivision plat, the Planning Commission of the City of Gulf Shores assumes no responsibility for survey errors or for defects or deficiencies in the title to the property affected by the plat, and any such responsibility is hereby affirmatively disclaimed.

Chairman

Date \_\_\_\_\_

17. No preliminary plat shall be approved by the Planning Commission until each utility affected has submitted a written report to the Planning Commission stating whether all provisions affecting the service to be provided by such utility are reasonable and adequate.

## SECTION 10-2. CONSTRUCTION PLANS

At the time of submission of the preliminary plat, the applicant shall also submit construction plans for all required improvements. All plans shall meet the minimum standards of design and general requirements for construction set forth in these regulations. Construction plans shall be drawn at a scale of not less than one (1) inch equals fifty (50) feet. Map sheets shall be of the

same size as the preliminary plat. Construction plans shall be prepared by a registered engineer. The following shall be shown on required construction plans:

A. Street plan containing the following information:

1. Location of all proposed and existing streets or rights-of-way and easements.
2. Width of existing and proposed rights-of-way and easements.
3. Street names.
4. Plan and profile of all streets, showing natural and finished grades drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals ten (10) feet vertical.
5. Cross sections of proposed streets at a minimum of one hundred (100) foot stations.
6. Curve data for the centerline of each street: delta, tangent, and radius.
7. Location of all required sidewalks and crosswalks.

B. Storm drainage plan containing the following information:

1. Location of proposed drainageways, streams, and ponds in the subdivisions.
2. Topography at one (1) or two (2) foot intervals as required by the Planning Commission.
3. Location, size, and invert elevations of proposed drainage structures including culverts, bridges, pipes, drop inlets, and top elevations of head walls, etc., showing details on drainage plan including conduit schedule.
4. Show construction details of typical manholes, connections, and other drainage structures proposed.
5. Area of land contributing run-off to each drainage structures along with run-off calculations of each area and drainage calculations for each drainage structure and drainage ditch.
6. Location of easements and rights-of-way for drainageways and maintenance access thereto.
7. Typical cross sections of each drainageway.
8. Direction of waterflow throughout subdivision and compatibility with existing drainage.

C. Sanitary sewer plan, if applicable, containing the following information:

1. Location and size of all existing and proposed sewers in the subdivision and tie points of the subdivision. Location of sewer laterals.

2. Direction of flow of each sewer line.
3. Location of each manhole and other sewage system appurtenances including lift stations, oxidation ponds, and treatment plants, if any.
4. Show construction details of typical manholes, connections, and other sewage structures.
5. Plan and profile of sewage system.

D. Water distribution plan showing the location and size of all elements of the water distribution system including pipes, valves, fittings, hydrants, high pressure pumping equipment, etc.

E. Electrical distribution plans showing the location of all poles or subsurface facilities serving each lot or parcel of land within the subdivision.

F. Plans for other utility systems, including telephone and gas, showing the location of all subsurface facilities, serving each lot or parcel of land within the subdivision.

### SECTION 10-3. FINAL PLAT REQUIREMENTS

The final plat shall be prepared by a registered land surveyor and shall be clearly and legibly drawn at a convenient scale of not less than one (1) inch equals one hundred (100) feet. The final plat, as submitted for approval, shall be prepared in ink on linen or reproducible mylar and contain the same information, except for any changes or additions required by resolution of the Planning Commission, as shown on the preliminary plat. The sheet size shall be of such size as is acceptable for filing in the Office of the Probate Judge, but shall not exceed twenty-four by thirty-six (24 x 36) inches. The final plat shall show the following:

- A. Name of subdivision, north point, scale, and location.
- B. The relation of the land so platted to the Government Survey of Baldwin County. The "point of beginning" as referred to in the written description shall be so indicated.
- C. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and block line, whether straight or curved. This shall include the radius, central angle, point of tangency, tangent distance, and arc and chords.
- D. The names and locations of adjoining subdivisions and streets, with reference to recorded plats by record names.
- E. The exact position of the permanent monuments shall be indicated on the plat by a small circle "o".
- F. Streets and alleys, rights-of-way, and street names.
- G. The location of easements, including location, widths, and purposes.

- H. Lot lines and lot and block numbers.
- I. Parks, school sites, or other public open spaces, if any.
- J. All dimensions should be to the nearest one-hundreth (1/100) of a foot and angles within plus or minus five (5) seconds.
- K. The following endorsements, dedications, and certificates shall be placed on the final plat (see Appendix for sample certificates):

1. Registered surveyor's certificate and description of land platted.
2. Dedication.
3. A notary's acknowledgment of the dedication certificate referred to in "2" above.
4. A certificate of approval by the appropriate electric utility distributor.
5. A certificate of approval by the appropriate water and sewer utility.
6. A certificate of approval by the Coordinator of Community Development.
7. A certificate of approval by the Planning Commission in the following form:

Approved by the City of Gulf Shores Planning Commission. By approval of this subdivision plat, the Planning Commission of the City of Gulf Shores assumes no responsibility for survey errors or for defects or deficiencies in the title to the property affected by the plat, and any such responsibility is hereby affirmative disclaimed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

8. A certificate of approval by the Baldwin County Health Department (if on sewer, septic tank or alternative system).
- L. The above certificates shall be lettered or typed on the final plat in such manner as to insure that said certificates will be legible on any prints made therefrom.
  - M. Covenants and/or restrictions, a approved by the Planning Commission, governing the use and development of lots and which are to be recorded with the final plat in the Office of the Probate Judge of Baldwin County as condition for final plat approval.
  - N. In addition to all of the above, the subdivider shall also submit to the Planning Commission copies of all Federal and State permits required for construction of the development shown on the final plat.

#### SECTION 10-4. ENGINEERING PLAN

At the time of final plat approval, the applicant shall submit an engineering plan, or "as built" plan, giving details of construction and locations of the improvement which have been installed. The primary purpose of the engineering plan is to provide the City with a record of the location, size, and design of underground utilities for the City's use in the course of maintaining such improvements. If the installation of improvements is completed under a bond, the engineering plan shall be submitted to the Planning Commission upon request of release of the bond by the applicant.

## **ARTICLE XI**

### **DEFINITIONS**

#### **SECTION 11-1. DEFINITIONS**

A. Unless the context clearly indicates to the contrary, words used in the present tense include the future tense; words used in the plural number include the singular; the word "herein" means "in these regulations"; the word "regulations" means "these regulations".

B. A "person" includes a corporation, a partnership, and an incorporated association of persons such as a club; "shall" is always mandatory; a "building" includes a "structure"; a "building" or "structure" includes any part thereof; "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied".

C. For purposes of these regulations certain words and terms used herein are defined as follows:

1. ALLEY - a public right-of-way primarily designed to provide a secondary access to the side or rear of properties.
2. APPLICANT - the owner of land proposed to be subdivided or his designated representative. Consent shall be required from the legal owner of the tract to be subdivided.
3. ARTERIAL - See Street, Arterial.
4. BLOCK - A tract of land bounded by streets, or by a combination of streets, public open spaces, shorelines, or other conditions limiting development of a double tier of lots.
5. BOND - Any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Planning Commission. All bonds shall be approved by the Planning Commission wherever a bond is required by these regulations.
6. BUILDING - Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind, and includes any structure.
7. BUILDING SETBACK LINE - A line parallel to the property line which defines the distance a building or structure must be set back from such property line.
8. CITY COUNCIL - The governing body of the City of Gulf Shores, Alabama.
9. COLLECTOR STREET - See Street, Collector.
10. COORDINATOR OF COMMUNITY DEVELOPMENT - The person employed under this title by the City of Gulf Shores.
11. CORNER LOT - a lot which occupies the interior angle at the intersection of two (2) street lines. The street line forming the least frontage shall be deemed the front

of the lot except where two (2) street lines are equal in which case the owner shall be required to specify which is the front.

12. COUNTY - the County of Baldwin, Alabama.
13. CUL-DE-SAC - a minor street with only one outlet and having an appropriate terminal for the safe and convenient turn-around of traffic movement.
14. DEDICATION- the offer to transfer private property to a public ownership.
15. DEVELOPER - the owner of land proposed to be subdivided or his designated representative. Consent shall be required from the legal owner of the tract to be subdivided.
16. EASEMENT - a grant by the property owner of use, by the public, a corporation, or person(s) of a designated part of his property for specific purposes or as created by operation of law.
17. FINAL PLAT - a plat of a tract of land which meets the requirements of these regulations and is in form for recording in the Office of the Probate Judge of Baldwin County, Alabama.
18. FLOODWAY - the stream channel and the portion of the adjacent floodplain which must be reserved solely for the passage of floodwaters to prevent an increase in the upstream flood heights. For the purpose of these regulations, floodways shall be defined as follows:
  - a. The floodways as defined and delineated in the Flood Insurance Study for Baldwin County and/or the City of Gulf Shores.
  - b. Along small streams and watercourses the floodway shall be considered all lands lying within twenty-five (25) feet of the top of the bank of the channel (measured horizontally), unless the developer demonstrates to the satisfaction of the Planning Commission that a lesser distance is adequate based on the watershed characteristics and probable storm runoff for the 100-year flood.
19. LAND SUBJECT TO FLOODING - for the purpose of these regulations, land subject shall be defined as follows:
  - a. Land identified as having special flood hazards by the Office of Federal Insurance and Hazard Mitigation and published in the latest revised edition of maps and charts contained in the Flood Insurance Study for Baldwin County and/or the City of Gulf Shores.
  - b. Along small streams and watercourses, land subject to flooding shall be considered to be all lands lying within one-hundred (100) feet of the top of the bank of the channel (measured horizontally) unless the developer demonstrated to the satisfaction of the Planning Commission that the property in question is free from the danger of inundation by the 100-year flood or can be made free of such flooding by appropriate remedial measures. The Planning Commission may require that a registered professional engineer design and approve such remedial measures.

20. **MASTER PLAN** - A comprehensive plan for development of the City of Gulf Shores and its environs, or any element thereof, and adopted by the Planning Commission pursuant to State Law.
21. **MAJOR SUBDIVISION** - all subdivisions not classified as minor subdivisions including but not limited to subdivisions of any size requiring any new street, utilities, or other improvements.
22. **MINOR SUBDIVISION** - A subdivision containing not more than six (6) lots fronting on an existing improved street and does not require the installation of new streets, utilities or other public improvements; or, a subdivision with no lots less than five (5) acres in area, does not require the installation of a water or sewer system, has roadway access to each lot within an easement or right-of-way of adequate width, and occupies a remote location where the absence of public improvements will not adversely affect future urban development of the City and its environs.
23. **ONE-HUNDRED YEAR FLOOD** - A flood which has, on the average, a one (1) percent chance of being equaled or exceeded in any given year.
24. **OFFICIAL MAP** - The plat established by the City Council pursuant to law showing the street, highways, and parks, and drainage systems and setback lines theretofore laid out, and additions thereto resulting from the approval of subdivision plats and the subsequent filing of such approved plats.
25. **OWNER** - any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.
26. **PLANNING COMMISSION** - the legally constituted Planning Commission established by the City of Gulf Shores.
27. **PRELIMINARY PLAT** - a tentative plan, described in these regulations, indicating the proposed layout of a subdivision and its improvements.
28. **PROBATE JUDGE** - shall mean the Judge of Probate of Baldwin County, Alabama.
29. **REGISTERED ENGINEER** - an engineer properly licensed and registered in the State of Alabama.
30. **REGISTERED LAND SURVEYOR** - a land surveyor properly licensed and registered in the State of Alabama.
31. **STREET** - a dedicated and accepted public right-of-way for vehicular traffic which affords the principal means of access to abutting property or which provided a roadway connection between major parts of the City and its environs or which collects traffic from neighborhoods and moves it to the arterial street system. The term "street" shall include the following:
  - a. Expressway or freeway - a street which has the main function to accommodate a high volume of traffic for a considerable distance through the prohibiting of ingress and egress except at controlled intervals. A freeway involves

complete control of access while an expressway permits access at grade intersections at infrequent intervals.

b. Arterial - a street that connects areas which produce large numbers of trip generations. An arterial functions to move traffic and to provide access to land uses, particularly high trip generating commercial activities.

c. Collector - a street that has the primary function of collecting traffic from an area and moving it to the arterial street system while also providing substantial service to abutting land uses.

d. Minor - a street whose primary function is to service abutting land uses. Subdivision streets are normally classified as minor streets.

e. Marginal Access - a street separating abutting land areas from arterial streets. A service road in commercial areas intended to remove terminal traffic from arterials and allow them to fulfill their high volume, high speed function. An access street in residential areas intended to remove local traffic from arterials and to buffer abutting residential lots from the detrimental effects of highway traffic as well as to limit the number of direct driveway accesses to arterials for safety purposes.

f. Cul-de-sac - a street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

32. **SKETCH PLAN** - a sketch preparatory to the preparation of the preliminary plat (or final plat in the case of minor subdivisions) to enable the subdivider to save time and expense in reaching general agreement with the Planning Commission as to the form of the plat and the objectives of these regulations.
33. **SUBDIVIDER** - any person who (1) having interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2), directly or indirectly sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel, site, unit, or plat in a subdivision, and who (3) is directly or indirectly controlled by, or under direct, or indirect common control with any of the foregoing.
34. **SUBDIVISION** - shall mean the division of a lot, tract, or parcel of land into two (2) or more lots, plats, sites, or other division of land for the purpose, whether immediate or future, of sale, lease or development. It includes the resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land being subdivided. It shall include all divisions of land involving the dedication of a new street or a change in existing streets. However, for purposes of these regulations the term "subdivision" shall not include divisions of land:
- a. which are created by order of any court in the State of Alabama or by operation of law; or
  - b. which create cemetery lots; or
  - c. which create no lot smaller than 10 acres.

## **ARTICLE XII**

### **ADMINISTRATION AND ENFORCEMENT**

#### **SECTION 12-1. APPROVAL OF SUBDIVISION PLATS REQUIRED**

From and after the date of filing a certified copy of these regulations with the Probate Judge of Baldwin County, no subdivision plat of land within the platting jurisdiction of the City of Gulf Shores, as defined in Section 1-3 of these regulations, shall be filed or recorded nor shall any lot be sold by reference to or exhibition of or by other use of a plat of a subdivision before such plat has been approved by the Planning Commission and recorded in the Office of the Probate Judge of Baldwin County.

The Probate judge of Baldwin County, upon receipt of a certified copy of these regulations, shall not thereafter file or record a plat of a subdivision of land located within the platting jurisdiction of the City of Gulf Shores, Alabama, without the approval of such plat in accordance with these regulation. No street or road shall be accepted and maintained by the responsible local government, nor shall any services or utilities be extended to the subdivision, unless and until the requirements set forth in these regulation have been complied with.

#### **SECTION 12-2. ADMINISTRATION**

The Coordinator of Community Development is appointed by the Planning Commission to act as its agent in the interpretation of the specifications and requirements of these regulations, to determine the adequacy of plats and the acceptability of improvements installed in subdivisions, and to insure that the design standards of these regulations are followed in the planning of all subdivisions and their improvements.

The Planning Director of the City of Gulf Shores is appointed by the Planning Commission to act as its liaison officer between all utilities, governmental units, agencies of government, and other officials having interest in or jurisdiction over any aspect of subdivision planning and development, and to insure that the subdivision application and approval procedure, outlined in Article III of these regulations, are followed. The Planning Director shall provide administrative assistance, as required, to the Planning Commission.

#### **SECTION 12-3. ENFORCEMENT**

A. General. It shall be the duty of the Coordinator of Community Development to enforce these regulations and to bring to the attention of the City Clerk/Administrator any violations or lack of compliance with these regulations.

B. Violations. No owner, or agent of the owner, of any lot located within a subdivision may transfer or sell any land by reference to or exhibition of or by other use of a plat of a subdivision, before such plat has been approved by the Planning Commission and recorded with or filed with the Probate Judge of Baldwin County. The description of such a lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from penalties or remedies herein prescribed.

C. Penalties. Conviction under Section 12-3B. of these regulations shall result in forfeiture and payment of a penalty of one-hundred dollars (\$100) for each lot or parcel so transferred or sold. The City of Gulf Shores may enjoin such transfer or sale or agreement by action for injunction brought in any court of equity jurisdiction or may recover any lawful penalty by a civil action in any court of competent jurisdiction.

## **ARTICLE XIII**

### **CONFLICT WITH PUBLIC AND PRIVATE PROVISIONS**

#### **SECTION 13-1. PUBLIC PROVISIONS**

These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulations, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or attain higher standards shall control.

#### **SECTION 13-2. PRIVATE PROVISIONS**

These regulations are not intended to abrogate any easement, covenant or any other private agreement or restriction, provided that where the provisions of these regulations are more restrictive or impose higher standards than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern.

**ARTICLE XIV**  
**LEGAL PROVISIONS**

**SECTION 14-1. SEVERABILITY**

If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of these regulations or the applications thereof to other persons or circumstances. The Planning Commission declares that it would have enacted the remainder of these regulations even without any such part, provision, or applications.

**SECTION 14-2. SAVING PROVISION**

These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of the City of Gulf Shores under any section or provision existing at the time of adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm, or corporation, by lawful action of the City except as shall be expressly provided in these regulations.

## **ARTICLE XV**

### **ADOPTION OF SUBDIVISION REGULATIONS**

Before adoption of these subdivision regulations, public notice of a hearing must be posted. Such notice shall be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Gulf Shores. Said public hearing shall be advertised a minimum of fifteen days prior to the date of the public hearing. The regulations shall be published as provided by law for the publication of ordinances and before adoption, a public hearing shall be held thereon. A copy of the adopted regulations shall be certified by the Planning Commission to the Probate Judge of Baldwin County.

EFFECTIVE DATE: February 2, 1986

## **ARTICLE XVI**

### **AMENDMENT**

The Planning Commission may from time to time amend the provisions imposed by these regulations. Any article, subsection, or provision of these subdivision regulations proposed for amending may be adopted only after following all procedures required for the initial adoption of the subdivision regulations. A copy of the amendment shall be certified by the Planning Commission to the Probate Judge of Baldwin County.

## **ARTICLE XVII**

### **EFFECTIVE DATE**

These rules and regulations shall be in full force and effect from and after their adoption, publication and effective date.

ADOPTED: January 28, 1986

EFFECTIVE DATE: February 2, 1986

## **APPENDIX A**

### **POLICIES & INTERPRETATIONS**

(A) It shall hereafter be the policy of the Planning Commission of the City of Gulf Shores that upon satisfactory installation of all conduit for electrical and telephone services as verified by such utility service providers, that such improvements shall constitute satisfactory completion of all such utility installations as required by the Subdivision Regulations for the purpose of obtaining Final Plat approval. It is therefore the intent of this policy to allow for approval and recordation of a Final Plat in the absence of complete installation of all required components of such systems including but not limited to wires, pedestals, transformers, street lights, and other improvements have either been paid in advance or otherwise guaranteed in a manner acceptable to such utility providers(s). Adopted on November 13, 2001

## **APPENDIX B**

SUGGESTED CERTIFICATES

FOR

FINAL SUBDIVISION PLATS

CITY OF GULF SHORES, ALABAMA

SURVEYOR'S CERTIFICATE AND DESCRIPTION OF LAND PLATTED

STATE OF ALABAMA

COUNTY OF BALDWIN

I , (name of surveyor) , a registered Engineer-Surveyor of ( name of county ), Alabama, hereby certify that I have surveyed the below described property situated in Baldwin County, Alabama:

**(Insert Legal Description)**

And that the plat or map contained hereon is a true and correct map showing the subdivision into which the property described is divided, giving the length and bearings of the boundaries of each lot and showing the easements, streets, alleys and public grounds and giving the bearings, length, width and name of the streets. Said map further shows the relation of the land so platted to the Government Survey, and that permanent monuments have been placed at points as hereon shown.

WITNESS my hand this the \_\_\_\_\_ day of \_\_\_\_\_ , 19 \_\_\_\_ .

\_\_\_\_\_  
(Name of Surveyor)

Registration # \_\_\_\_\_

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DEDICATION

I /WE (Land Owner or developer, address), as (proprietor, owner or developer) have caused the land embraced within this plat to be surveyed, staked, and platted to be known as (Subdivision Name), a part of (Section Call Out), Baldwin County, Alabama, and that the (Streets, Drives, Alleys, Easements, etc.) as shown on said plat are hereby dedicated use by the public.

Signed and sealed in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

Commentary (do not place on plat)

When the developer is not the land owner, two or more Dedication Certificates may appear on the plat in order to allow for the signatures of both the owner and the developer to be fixed to said Plat, in which case one of the following notarizations must appear for each Dedication Certificate.

ACKNOWLEDGMENT

STATE OF ALABAMA )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Notary Public in and for said County, in said State, hereby certify that (individuals name), whose name as (title) of the (corporation name), is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being ' informed of the content of the instrument, and as such officer and with full authority, executed the same voluntarily for and as the act of said corporation.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC

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ACKNOWLEDGMENT

STATE OF ALABAMA

COUNTY OF BALDWIN

I, \_\_\_\_\_, a Notary Public in and for said County, in said State, hereby certify that (owner's name), whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ , 19 \_\_\_\_ .

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CERTIFICATION BY

## GULF SHORES UTILITIES

The Utilities Board of the City of Gulf Shores hereby certifies that, as of the date of this certification, potable water service is available and sanitary sewer service is available to the property described by this plat taken as a whole. The Board does not certify that the infrastructure necessary to provide potable water service and sanitary sewer service to the individual lots shown on this plat has been installed as of the date of this certification or will be installed in the future. Further, the Board makes no statement regarding and assumes no responsibility for any particular of this plat not associated with provisions of potable water and sanitary sewer service to the property described by this plat taken as a whole and hereby affirmatively disclaims any such responsibility.

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Manager

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Date

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### CERTIFICATE OF APPROVAL BY (name of utility provider)

As authorized by (name of provider), the undersigned hereby certifies the approval of the above final subdivision plat for recordation with respect to required \_\_\_\_\_ utility improvements and further certifies that all such required \_\_\_\_\_ utility improvements as are delineated on that certain Preliminary Plat approved by the Planning Commission on \_\_\_\_/\_\_\_\_/\_\_\_\_ have been completed in a manner acceptable to (name of provider) or that, if a performance bond or other means of performance guaranty has been provided in lieu of completion of some or all of such required \_\_\_\_\_ utility improvements prior to final plat approval with the consent of the Planning Commission of the City of Gulf Shores, the conditions and amount of such performance guaranty with respect to those required \_\_\_\_\_ utility improvements, if any, that have not been acceptably completed as of the date of this certificate are deemed adequate by and are acceptable to (name of provider).

Date: \_\_\_\_\_

(NAME OF PROVIDER)

By \_\_\_\_\_

Its (Title)

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### CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION OF THE CITY OF GULF SHORES, ALABAMA

APPROVED by the City of Gulf Shores Planning Commission. By approval of this subdivision plat the Planning Commission of the City of Gulf Shores assumes no responsibility for survey errors or for defects or deficiencies in the title to the property affected by the plat, and any such responsibility is hereby affirmatively disclaimed.

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Chairman

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Date

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### CERTIFICATE OF APPROVAL BY THE COORDINATOR OF COMMUNITY DEVELOPMENT OF GULF SHORES, ALABAMA

APPROVED by the COORDINATOR OF COMMUNITY DEVELOPMENT of the City of Gulf Shores. By approval of this subdivision plat the Coordinator of Community Development of Gulf Shores assumes no responsibility for survey errors or for defects or deficiencies in the title to the property affected by this plat and any such responsibility is hereby affirmatively disclaimed.

\_\_\_\_\_  
Coordinator of Community Development

\_\_\_\_\_  
Date

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CERTIFICATE OF APPROVAL BY THE  
BALDWIN COUNTY HEALTH DEPARTMENT

The undersigned, as authorized by the Baldwin County Health Department, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

Health Officer

CERTIFICATE OF APPROVAL BY THE COUNTY ENGINEER

The undersigned, as County Engineer of Baldwin County, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

County Engineer \_\_\_\_\_

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FLOOD STATEMENT

The property shown hereon is in zone “\_\_\_” as scaled from the Federal Emergency Management Agency, National Flood Insurance Program, Flood Insurance Rate Map, Community-Panel Number(s) \_\_\_\_\_, City of Gulf Shores, Alabama dated \_\_\_\_\_.

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WETLAND NOTICE

By approval of this plat, the Planning Commission of the City of Gulf Shores, makes no representation or warranty, either expressed or implied, that any lot delineated on this plat which may be encumbered by any wetlands is or will be suitable for improvement or other development.

Purchasers are on notice that improvement of property encumbered by wetlands will require separate permitting by Federal and/or State authorities under such law and regulations governing wetlands as may be in effect from time to time.

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Jack Edwards Airport Noise Overlay District

All lots of this subdivision are located within the Jack Edwards Airport Noise Overlay District and shall be subject to the provisions of Ordinance No. 823 or to the provisions of any superseding ordinance or amendment thereto.

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Jack Edwards Airport Height Zoning Overlay District

All lots of this subdivision are located within the Jack Edwards Airport Height Zoning Overlay District and shall be subject to the provisions of Ordinance No. 831 or to the provisions of any superseding ordinance or amendment thereto.

CERTIFICATE OF APPROVAL BY THE  
DIRECTOR OF PUBLIC WORKS  
OF GULF SHORES, ALABAMA

APPROVED by the DIRECTOR OF PUBLIC WORKS of the City of Gulf Shores. By approval of this subdivision plat, the Director of Public Works of Gulf Shores assumes no responsibility for survey errors or for defects or deficiencies in the title to the property affected by this plat and any such responsibility is hereby affirmatively disclaimed.

\_\_\_\_\_ Date: \_\_\_\_\_

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LICENSED ENGINEER'S  
CERTIFICATION OF IMPROVEMENTS

I, \_\_\_\_\_, a licensed Professional Engineer in the State of Alabama with a license number of \_\_\_\_\_, hereby certify that I have designed the improvements shown on this plat in conformance with applicable codes and laws, the principles of good engineering practice, and the drainage design requirements of the City of Gulf Shores or Baldwin County, as applicable. I further certify that I have inspected the construction and find that it conforms to the designed improvements shown on this plat.

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

## PLAT AMENDMENT

The division of Lot \_\_\_\_\_ into two or more smaller portions effected by this (plat/deed) is not being accomplished for the purpose of immediate or future sale, lease, or development of such resulting portions separately and has not been approved by the Planning Commission of the City of Gulf Shores as a subdivision within the definition of the Subdivision Regulations. No sale, lease or development of the resulting portions as separate lots, plats, sites, or other divisions of land shall occur without prior written approval by the Planning Commission in accordance with the requirements of the Subdivision Regulations.

## **APPENDIX C**

### **SUGGESTED CERTIFICATES**

#### **FOR**

### **SUBDIVISION LETTER OF CREDIT**

**CITY OF GULF SHORES, ALABAMA**

IRREVOCABLE LETTER OF CREDIT  
LETTER OF CREDIT NUMBER: (Number)  
ISSUED ON: (Date)

Beneficiary

City of Gulf Shores  
P.O. Box 299  
Gulf Shores, AL 36547

Applicant

(Applicant's Name and Address)

AMOUNT: (Enter Amount)

EXPIRATION DATE: (Enter Date)

Gentlemen:

We hereby issue our irrevocable Letter of Credit No. (\_\_\_) in your favor for the account of (Name of Developer) (Address) for a sum not exceeding (gross sum of estimated cost of required improvements), available by your sight drafts at any time during the life of this letter of credit on the (Name of Bank) and accompanied by the document specified below:

- A. In the event Beneficiary determines there is a default by the Applicant, but not a default by the Contractor the following documents shall accompany the draft.
1. Beneficiary's signed statement certifying that applicant is in default on payments due to Contractor as called for in those Construction Agreements between Applicant and Contractor, and further certifying; (i) that the Applicant has been provided with 3 days prior written notice of default and the Beneficiary's intent to draw on this Letter of Credit; and (ii) that funds obtained as a result of the payment of said draft will be used to pay for said construction pursuant to the certificates provided in Subparagraph (2) below.
  2. A copy of the written request for payment submitted by Contractor to Applicant along with a copy of the architects and/or engineer certification of completion and authorization of payment.

In the event Beneficiary determines there is a default by Applicant and a default by Contractor, the following documents shall accompany your draft:

- Beneficiary's signed statement certifying that Applicant is in default and further certifying that Contractor is in default.
- Beneficiary's signed statement certifying that Applicant and Contractor have been provided with three (3) days prior written notice of default and the Beneficiary's intent to draw on this Letter of Credit.
- A copy of certification from architects and/or engineers that the contract is in default and further specifying the default.
- Certification by Beneficiary as to use of funds obtained from payment of draft to cure said specified defaults and to complete construction.

Payment of all drafts presented shall be made to the order of the Beneficiary unless otherwise specified by the Beneficiary. The order to which payment shall be made must be specified on each draft.

Payments made by the Applicant in accordance with the Construction Agreements shall reduce the aggregate sum available under this Letter of Credit by an amount equal to such payment(s).

Drafts drawn against this letter of credit shall reduce the aggregate sum available under this Letter of Credit by the amount of said drafts.

Our obligation under this Documentary Credit shall not be affected by any circumstances, claim or defense (real or personal) of any party as to the enforceability of the Construction Agreements referenced herein, it being understood that our obligation shall be that of a primary obligor and not that of a surety, guarantor or accommodation maker.

It is a condition of this letter of credit that it shall be deemed automatically extended without amendment for consecutive six month period until the earlier: (i) completion of construction of the Project, or (ii) aggregate drafts hereunder equal the Amount hereof.

Except as modified hereby, this Letter of Credit is non-transferable and non-assignable.

All drafts drawn under this Letter of Credit must bear the clause “Drawn under (Name of Bank), Letter of Credit (same letter of credit number as above) dated (same issuance date as above).”

We hereby engage with you that your draft under and in compliance with the terms of the credit will be duly honored upon presentation and delivery of the documents as specified.

This Letter of Credit is subject to the International Standby Practiced 1998.

The original of this Letter of Credit and any amendments thereto must be presented with any drawing to (Name of Bank) for proper notation of each draft and the original hereof shall be surrendered upon the earlier of (i) completion of construction of the Project and its acceptance by Beneficiary; or (ii) the draft which in the aggregate with prior drafts equals the Amount hereof.

As used herein, the following terms shall mean:

“Completion of the Project”; Completion of the subdivision infrastructure and its acceptance by the Beneficiary’s Public Works Department.

“Construction Agreements”; Construction contracts between (Name of Developer/Owner) and (Name of Construction Company) dated (Date of Contract) respectively for construction of infrastructure improvements to the Project.

“Contractor”: (Name of Contractor)

“Project”: (Name of Subdivision)

(Name of Bank)

By: (Name of Issuer)

Its: (Title of Issuer)

By: (Name of Issuer)

Its: (Title of Issuer)

**APPENDIX D**

SUGGESTED CERTIFICATE

FOR

CONSERVATION EASEMENT

CITY OF GULF SHORES, ALABAMA

STATE OF ALABAMA  
COUNTY (\_\_\_\_\_)

### CONSERVATION EASEMENT

KNOW ALL MEN BY THESE PRESENTS: That (Developer or Property Owners Association), hereinafter called Grantor(s), for and in consideration of ONE AND NO/100s DOLAR (\$1.00), the receipt of which is hereby acknowledged, do hereby grant, bargain, sell, transfer and convey unto the City of Gulf Shores, hereinafter called Grantee(s), and their successors and assigns forever, a perpetual CONSERVATION EASEMENT, as described in Ala. Code §35-18-1 to §35-18-6, for the purpose of protecting the natural, scenic and open-space values of the wetlands/natural area described herein below. The subject area is to remain in its natural state and no activity or construction of any kind can take place without the prior written approval of the Grantee(s), which approval may be denied by the Grantee(s) in its absolute discretion upon its determination that the “natural, scenic, or open space values” of the easement would thereby compromised. Grantor(s), and all successors and assigns of Grantor(s), hereby are subject to the limitation that they are prohibited from using said property in any manner which would have the effect of damaging the natural, scenic and open-space values of the property. The property subject to this conservation easement is located in Baldwin County, Alabama and described as follows:

Those portions of the following described parcel of land which are characterized as wetlands under pertinent state and federal law, to-wit:

(Insert Survey Description and Map)

TO HAVE AND TO HOLD the above described rights, privileges, obligations and easements unto the Grantee(s), and to their successors and assigns forever, together with the right of entry and reentry from time to time as occasion may require for the purpose of exercising said rights, privileges and easements hererinabove described:

In witness whereof, I have hereunto set my hand and seal this (DATE).

\_\_\_\_\_  
I, the undersigned Notary Public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of said conveyance, she executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this (DATE)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

### ACCEPTANCE

City of Gulf Shores, Grantee(s) of the Conservation Easement hereinabove hereby accept said Conservation Easement and all rights, obligations, limitations and responsibilities of maintaining and enforcing said Easement.

In witness whereof, I have hereunto set my hand and seal this (DATE).

\_\_\_\_\_  
I, the undersigned Notary Public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of said conveyance, she executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this (DATE).

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires : \_\_\_\_\_

This instrument prepared by: